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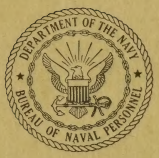
Chaplains' Manual



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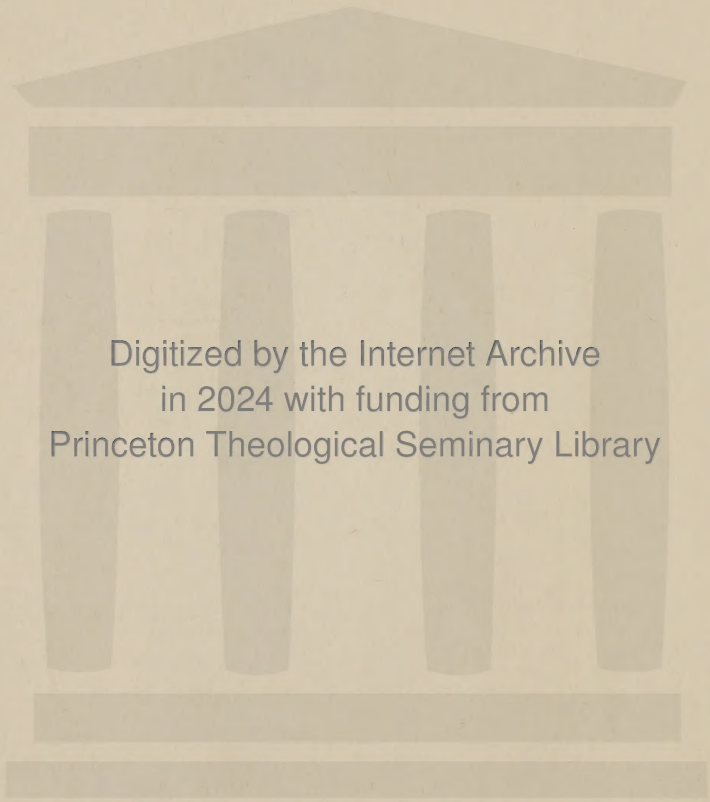
BUREAU OF NAVAL PERSONNEL
CHAPLAINS' MANUAL

Edition 1959

NAVY DEPARTMENT
Bureau of Naval Personnel
Washington 25, D. C., March 1959.

The information and instruction contained in this Manual are for the guidance of chaplains and all persons in the naval establishment concerned with chaplains' activities. This Manual has the same force and effect as orders issued by the Chief of Naval Personnel, but it in no way alters or amends any provisions of *Navy Regulations, Navy Department General Orders, Bureau of Naval Personnel Manual or Uniform Code of Military Justice.*

H. P. SMITH
Vice Admiral, U. S. N.
Chief of Naval Personnel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CHAPLAINS' MANUAL

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Chapter 1
THE CHAPLAIN CORPS

SECTION 1100—GENERAL

1101. CHAPLAINCY ESTABLISHED

The second article of Navy regulations adopted by the Continental Congress 28 November 1775 made provision for divine services afloat.

> "The commanders of the ships of the thirteen United Colonies, are to take care that divine service be performed twice a day on board, and a sermon preached on Sundays, unless bad weather or other extraordinary accidents prevent."

Although chaplains are not mentioned in this article, the reference to a sermon implies that Congress intended that there should be an ordained clergyman on board. This regulation, with a few changes, became Article II of the Articles for the Government of the Navy enacted by Congress of the United States and is now included in the *United States Code:*

> "The commanders of vessels and naval activities to which chaplains are attached shall cause divine service to be performed on Sunday, wherever the weather and other circumstances allow it to be done, and it is earnestly recommended to all officers, seamen, and others in the naval service diligently to attend at every performance of the worship of Almighty God." 10 U. S. Code 6031(b)

1102. ANNIVERSARY OF THE CHAPLAIN CORPS

In 1954, the Secretary of the Navy directed that 28 November of each year be observed throughout the Naval Establishment as the anniversary of the Navy Chaplain Corps. It was further directed that commanding officers of ships and stations provide for such ceremonies and activities as may be appropriate and feasible to mark the observance. The purpose of this observance will be to inform naval personnel and the general public about the work of Navy Chaplains and of the provisions which the Navy makes for the spiritual and moral welfare of its personnel.

1103. THE CHIEF OF CHAPLAINS

a. The Chaplain Corps of the Navy has been headed officially by a Chief of Chaplains with the grade of Rear Admiral since March 1945 as a result of the Act of 22 December 1944. During the early years the Secretary of the Navy assumed direct responsibility for the selection, appointment and distribution of all officers including chaplains. In 1917, an officer of the Chaplain Corps was designated Head of the Chaplains Division in the Bureau of Navigation (later Bureau of Naval Personnel). Prior to the Act of 1944 respect and custom established the unofficial title "Chief of Chaplains."

b. The Chief of Chaplains is also Director of the Chaplains Division in the Bureau of Naval Personnel. He is responsible directly to the Chief of Naval Personnel. In the administrative organization of the Bureau, the Director, Chaplains Division, is on the same echelon as an Assistant Chief of Naval Personnel.

c. The Chief of Chaplains advises the Chief of Naval Personnel on all matters of policy relative to religion and morals; recommends to the Chief of Naval Personnel plans and policies for the Chaplain Corps, delineates, delegates, and delimits the functions of the Chaplains Division of the Bureau of Naval Personnel, and is directly responsible for the operation of that Division; acts for the Chief of Naval Personnel, when and as directed by him, in relation to the chiefs of bureaus, the Chief of Naval Operations, the Secretary of the Navy, and the Secretary of Defense; visits fleet commands and naval shore establishments inside and outside the continental limits of the United States, as the inspector of religious and morale activities for the Chief of Naval Personnel; represents the Chief of

Naval Personnel on such Department of Defense and naval boards and committees and at such other religious and civil functions as he may designate.

1104. THE CHAPLAINS DIVISION

The Chaplains Division develops and executes policies governing the administration and functioning of the Chaplain Corps of the Navy and the Naval Reserve; recommends the procurement, examination, training, distribution and equipment of Chaplains; edits the quarterly *Chaplains Bulletin*; and maintains liaison with civilian groups.

a. The Division is organized into branches and sections together with such special assistants to the Chief of Chaplains as may be necessary to assist him in executing his responsibilities.

b. The Assistant Director is responsible for executing the plans and policies of the Chief of Chaplains. He supervises and coordinates the internal administration of the Chaplains Division and in the absence of the Chief of Chaplains becomes its Acting Director. He maintains liaison with other divisions and activities of the Bureau of Naval Personnel, other offices of the Naval Establishment, Government agencies and civilian groups in all matters relative to the administration of the Chaplains Division or of professional concern to the Chaplains Corps.

SECTION 1200—CHAPLAINS

1201. PLACE IN ORGANIZATION

a. The chaplain is the officer of the Chaplain Corps assigned by the Chief of Naval Personnel to provide a religious ministry to naval and Marine Corps personnel. Under the commanding officer the chaplain conducts, or arranges for others to conduct, such services as will permit personnel to fulfill their religious obligations.

b. In accordance with Navy Regulations the chaplain is assigned to duty directly under the executive officer or, as appropriate, the chief of staff. (Article 0807 of *Navy Regulations*.) As an advisor to the commanding officer on moral and religious matters, the chaplain is one of the key officers in promoting the moral, spiritual and religious welfare of personnel.

c. When more than one chaplain is attached to a command the senior chaplain is responsible, under the executive officer or chief of staff, for the religious program. He directs, supervises and coordinates the work of all chaplains of the command in support of the program.

1202. RIGHT TO COMMUNICATE WITH THE COMMANDING OFFICER

The following provisions of article 1244 of *Navy Regulations* should be understood and observed by all chaplains:

a. The right of any person in the naval service to communicate with the commanding officer at a proper time and place is not to be denied or restricted.

b. Officers who are senior to the executive officer have the right to communicate directly with the commanding officer.

c. A head of department, or of any other major subdivision of an activity, has the right to communicate directly with the commanding officer concerning any matters relating to his department or subdivision, but, in such cases, shall keep the executive officer informed.

Chaplains assigned to duty under a senior chaplain should note that, while the right of any person to communicate with the commanding officer at a proper time and place may not be denied or restricted, a chaplain who desires to exercise his right shall keep his senior chaplain and executive officer informed of his intentions.

1203. TITLE

a. Chaplains are addressed in oral or written communications in accordance with article 1312 of *Navy Regulations*, except that custom has established the practice of addressing chaplains as "Chaplain" regardless of grade.

b. In written communications the name of the corps to which any staff corps officer belongs shall be written immediately after the name.

1204. REGULATIONS GOVERNING APPOINTMENTS

Consult articles 1275 and 1276 of *Navy Regulations*. See also *Bureau of Naval*

Personnel Manual, C-1103 and Part H, Chapter 3, Section 3.

1205. QUALIFICATIONS FOR APPOINTMENT AS CHAPLAIN, REGULAR NAVY

a. Direct appointment from civilian life

Direct appointments of clergymen to the Chaplain Corps of the Regular Navy have not been made in recent years. Should such appointments again be authorized under existing law the program will, as in the past, be administered by offices of Naval Officer Procurement in accordance with directives issued by the Chief of Naval Personnel.

b. Qualifications of chaplains requesting transfer to the Regular Navy from the U. S. Naval Reserve.

(1) In implementing legal authority for transfer of chaplains from Reserve to Regular status, the Secretary of the Navy and/or Chief of Naval Personnel will issue appropriate directives. These will contain the basic authority for the procurement of Regular Navy chaplains and will outline specific requirements of augmentation programs involved, as well as processing procedures.

(2) Some basic requirements.

(a) Professional—A candidate must:

(1) Be a citizen of the United States.

(2) Be a Reserve chaplain not above the grade limitation established by the implementing directive.

(3) Have completed the active duty required by the implementing directives. (Chaplains who have been released to inactive duty are eligible for consideration for transfer to the Regular Navy.)

(4) Be a graduate of an approved school of theology or have completed at least ninety (90) semester hours (3 years) or graduate work in a school of theology. He must have completed at least one hundred and twenty (120) semester hours of undergraduate work at an accredited college, which work must be in addition to the ninety (90) semester hours required above without duplication of credits.

(5) Present a new ecclesiastical endorsement of approval from officers of his denomination authorizing his acceptance of an appointment in the Regular Navy.

(6) Be of such age that his active service, including prior active service, will equal no less than twenty (20) years upon attaining the age of sixty-two (62) years; nor shall he be eligible for retirement within three years of appointment.

(b) Physical—An applicant for transfer must meet the physical standards appropriate for his grade, as established by the Chief of the Bureau of Medicine and Surgery. Minor defects, which do not interfere with satisfactory performance of duty, will not be considered disqualifying.

1206. PROMOTIONS

Promotion of officers to the next higher grade depends on the recommendation of a selection board, approval by the President, evidence of professional qualifications by examination or by correspondence courses, and confirmation by the Senate. The *Bureau of Naval Personnel Manual*, chapter 7, section 1, provides a description of the promotion process. Other details are covered by instructions in the Navy Directives System.

1207. RETIREMENTS

There are many provisions of law which provide for the retirement of naval personnel. A good general presentation of the subject may be found in chapter 14, *Bureau of Naval Personnel Manual*. When the time comes for a chaplain to consider voluntary retirement it is recommended that he discuss his case, either by correspondence or in person, with the Retirement Division, Bureau of Naval

Personnel. This division formulates, coordinates and administers policies and procedures governing all classes of retirement of personnel of the Regular Navy and Naval Reserve.

1208. LEAVE

Regulations governing leave are based on the provisions of the Armed Forces Leave Act of 1946. Consult the *Bureau of Naval Personnel Manual*, part C, chapter 6, for detailed instructions and policy concerning leave.

1209. AUTHORIZED ABSENCE FOR PROFESSIONAL REASONS

a. Attendance at yearly denominational conferences or annual retreats by chaplains is part of their professional obligation to their respective religious bodies and is a positive reinforcement to their own spiritual nature. Approval by appropriate echelons of command of requests to be absent for such a purpose is authorized by the Chief of Naval Personnel and is recommended by the Chief of Chaplains.

b. The Navy Department authorizes the use of regular TAD orders only when officers are on official business. However, requests for authorization orders at no expense to the government for the purpose of attending religious conferences and retreats may be submitted to the appropriate command authorized to issue temporary additional duty orders. The number of days of absence in a duty status at no expense to the government, including travel time, for the purpose of attending religious conferences, retreats and professional seminars shall not exceed 15 days in any one calendar year. Requests for authorization orders at no expense to the government in excess of 15 days will be submitted to the Chief of Naval Personnel and may be approved if justified by unusual or exceptional circumstances. This provision is in no way intended to limit a chaplain's attendance at conferences or retreats during periods of leave granted him in accordance with established leave policy.

c. Sample Form for Request

File No.

Date

From: CDR John Doe, 4100/069224, CHC, USN
To: Approving Authority (See 1209(b))

Via: Commanding Officer

Subj: Authorization orders at no expense to the government; request for

Ref: (a) Chaplains Manual (NAVPERS 15664-B) paragraph 1209

1. It is requested that authorization orders at no expense to the Government be issued to me to attend the _____ from _____ to _____, meeting at _____ (location). (Here include the purpose and sponsors of the meeting and the significance of your attendance.)

2. The expense in connection with attendance will be borne by me (or the sponsoring body).

3. I last attended a religious conference, retreat or seminar in a duty status in (month-year) for a period of _____ days.

/S/ J. Doe
J. DOE

1210. CHAPLAIN'S ASSISTANTS

a. The assignment of qualified personnel to serve as chaplain's assistants is made by the executive officer. Marine personnel with clerical aptitude and other qualifications are assigned by the Assistant Chief of Staff (G-1) or at regimental and battalion level by the Personnel Officer (S-1).

b. The classification of enlisted personnel is described in *Bureau of Naval Personnel Manual*, Part C, Chapter 3 and the *Marine Corps Manual*, Volume I, Chapter 6, Part C.

c. The classification of qualified personnel as Chaplain's Assistant is limited to exclusive Emergency Service ratings and codes used in time of war or national emergency. When such personnel are available in time of war or national emergency requests for changes in complement and requests for personnel to fill vacancies in the authorized allowances must be initiated by the commanding officer and forwarded through channels.

SECTION 1300—THE NAVAL RESERVE (CHAPLAIN CORPS)

1301. THE NAVAL RESERVE

Instructions relating to the Naval Reserve are contained in part H, *Bureau of Naval Personnel Manual* and in other current pertinent Navy directives.

1302. CHAPLAIN CORPS RESERVE PROGRAM

a. Mission

The reserve component of the Chaplains Corps provides a pool of chaplains who are ordained clergymen qualified to represent their respective denominations in the Naval Reserve. The purpose of the pool is to meet the requirements of the Naval Establishment during and after the period needed for the procurement and training of additional qualified chaplains to achieve a planned mobilization.

b. Size

The reserve component of the Chaplain Corps shall be adequate in size for potential expansion to meet the religious needs of all personnel of the Naval Establishment that may be mobilized for an emergency or a major war effort.

c. Composition

The reserve component of the Chaplain Corps shall consist of reserve officers, Chaplain Corps, United States Naval Reserve, and reserve officers in the grade of ensign, Chaplain Corps Probationary, United States Naval Reserve. These ensigns are students in theological or divinity schools.

d. Administration

The administration of the reserve program of the Chaplain Corps shall take full cognizance of the fact that due to its being a specialized professional corps, many of its needs are distinctive unto itself and are not generally applicable to other Naval Reserve Programs.

e. Promotion

Chaplains in the Naval Reserve in an active status will, insofar as practicable, be advanced in grade in a manner similar to that prescribed for chaplains of the Regular Navy, and in such numbers in each grade as prescribed from time to time by the Secretary of the Navy.

f. Non-disability Retirement

In accordance with regulations prescribed by the Secretary of the Navy, and upon his own application, a reserve chaplain may be transferred to the retired reserve without pay. Qualifications for retirement with pay will be in accordance with current directives.

1303. RESERVE CATEGORIES

Within the Naval Reserve, each reservist shall be placed in one of the following categories.

a. Ready Reserve. Liable for active duty either in time of war, in time of national emergency declared by the Congress or proclaimed by the President, or when otherwise authorized by law.

b. Standby Reserve, active status. Liable for active duty only in time of war or national emergency declared by the Congress or when otherwise authorized by law.

c. Standby Reserve, inactive status. Liable for active duty only in time of war or national emergency declared by the Congress, or when otherwise authorized by law upon

determination by the Secretary of the Navy with approval of the Secretary of Defense that adequate numbers of qualified members of the Naval Reserve in an active status in the required category are not readily available.

d. Retired Reserve. Liable for active duty only in time of war or national emergency declared by the Congress, or when otherwise authorized by law upon determination by the Secretary of the Navy with approval by the Secretary of Defense that adequate numbers of qualified members of the Naval Reserve in an active status are not readily available.

Rules regulating the composition of and eligibility requirements for transfer between the categories will be contained in current directives.

1304. RESERVE STATUS

Personnel of the U. S. Naval Reserve will be either in an active status, inactive status, or retired status. Further information pertaining to these can be found in current directives of the Chief of Naval Personnel.

1305. PARTICIPATION

Members of the reserve component of the Chaplain Corps participate in activities of the Naval Establishment as follows:

a. They themselves are trained.

b. They support Naval and Marine Corps Reserve activities.

c. They support the active forces.

1306. TRAINING OF THE CHAPLAIN

The Chief of Naval Personnel is charged with the training of chaplains of the Naval Reserve, and will provide and conduct training of such individuals. Under the supervision of the Chief of Naval Personnel, the Commandants are charged with the training of reserve chaplains under their jurisdiction.

a. Types of Training

(1) Active duty for training. This is full time duty with the regular component of the Navy for training purposes and is provided as follows:

a. Active duty for training.
b. Special active duty for training.
c. Group active duty for training.

(2) Inactive duty training. This is any of the training, instruction, duty, appropriate duty, or equivalent training performed with or without compensation by reserve chaplains. Work or study performed by reserve chaplains in connection with correspondence courses will be deemed inactive duty for which compensation is not authorized. The following types of inactive duty training are provided:

a. Regular drills such as in Chaplain Companies.
b. Equivalent instruction or duty.
c. Appropriate duty.
d. Correspondence courses.

1307. SUPPORT OF NAVAL AND MARINE CORPS RESERVE ACTIVITIES

Chaplains provide support in activities of the Naval and Marine Corps Reserve in the following manner:

a. Appropriate Duty. This duty is performed under individual orders issued by the naval district Commandants.

b. Assignment to Pay Units. Chaplains may be assigned to pay units of the Naval and Marine Corps Reserve.

1308. SUPPORT OF THE ACTIVE FORCES

Reserve chaplains support the regular component of the Chaplain Corps in accordance with the needs of the service. This applies not only in time of war or national emergency but also in time of peace.

Chapter 2
DUTIES OF CHAPLAINS

SECTION 2100—THE CHAPLAIN AS AN OFFICER

2101. STATUS OF CHAPLAIN AS AN OFFICER

Consult chapter 13, *Navy Regulations*.

2102. EXTENT OF CHAPLAIN'S AUTHORITY

Commissioned officers of the Navy are divided into two major groups: Officers of the line and officers of the staff. Chaplains are officers of the staff and they share with all officers the responsibility of helping to maintain the Navy's materiel and personnel in a state of efficient readiness. They share with all officers certain duties, rights, and privileges under the law and as enumerated in *Navy Regulations*.

2103. DISCIPLINE AND COURTS-MARTIAL

a. Discipline is a responsibility of the commanding officer.

b. All officers on active duty are eligible to serve on Courts-Martial. (*UCMJ* article 25 (a).) However, because of the nature of their profession and duties, chaplains are usually not appointed as members of Courts-Martial. In disciplinary cases a chaplain may best serve by confining himself to his professional function as a religious counsellor and advisor.

2104. MORALE

Consult *Bureau of Naval Personnel Manual*, part C, chapter 9, section 1.

SECTION 2200—THE CHAPLAIN AS A CLERGYMAN

2201. MISSION

a. The chaplain is in the Navy as a clergyman of his particular religious faith, and the Navy expects him to continue his ministry and religious stewardship in the spirit and tenets of the church in which he is ordained.

b. The chaplain carries the responsibility of setting an example. In particular, he is more than the exemplar of religious living; he is the ship's leader in the performance of divine worship; the one who helps to keep the fire of faith aglow when men's troubles and perplexities are about to extinguish the flame; and pastor of ship's company, ministering in the name of God.

2202. PERSONAL READINESS

a. Among his professional duties must be included the chaplain's personal readiness, a general term covering his spiritual, mental, and physical readiness. He must tap the powers of the spiritual life in meditation and prayer for repeated renewal of consecration and faith. In trying to put faith and love into the hearts of men, he must have the faith and love of which he speaks. He must preserve a sound body and a sound mind.

b. District and fleet chaplains should endeavor to stimulate interest in professional subjects by holding meetings of chaplains for the discussion of professional subjects. Chaplains should be encouraged to attend such religious gatherings as may be sponsored by their respective denominations or by the district and fleet chaplains. (See also section 1209 of this Manual.)

2203. DENOMINATIONAL RELATIONSHIPS

a. The chaplain's responsibility to the Navy does not lessen his loyalty to his religious group. The close relationship with his church is not only of advantage to the chaplain himself but also to the Navy. By it he keeps his church informed and interested in his work in the Navy, and in the entire Naval Service.

b. Chaplains are urged to forward pertinent news items and human interest stories to the Chief of Chaplains. This information will be of value for dissemination to appropriate church and religious publications. It will also serve as a chronological commentary of recorded incidents and duties, to be used in the compilation of any future history of the Navy Chaplain Corps.

c. It is anticipated that the chaplain will establish contact with the senior official of his church in the port where the ship may be, or the senior official of the area in which a naval shore station is located. Courtesy would indicate calls on leaders of other religious groups. This would give possible needed contacts in making provision for meeting the religious needs of men of other faiths.

2204. FEES, GRATUITIES, AND HONORARIA

a. "All naval personnel on active duty are in a twenty-four hour daily duty status, and their naval duties shall at all times have first call upon their time, talents and attention." *Bureau of Naval Personnel Manual*, C-11101(2).

Any person on active duty participating in activities outside the naval establishment should weigh carefully the possibility of any present or future conflict between his official duties and his civil activities.

The ultimate decision whether or not a chaplain undertakes any outside engagements, with or without honoraria, rests fundamentally with the chaplain, based on the criteria of personal dignity, good taste, and the best interests and needs of the Navy.

b. A chaplain in the United States Navy on active duty should not accept under ordinary circumstances a stipend for baptisms, marriages, or funerals of personnel and/or their dependents.

c. Civilian priests or ministers invited to serve naval activities on Sunday should not have to solicit collections for their services. They should be reimbursed, and the usual stipend is twenty dollars.

2205. BEARING OF ARMS

a. Chaplains are accorded the status of noncombatants under the provisions of the Geneva Conventions and other international agreements.

b. A chaplain should never carry a weapon. The bearing of arms by an individual chaplain may easily be used by the enemy as an excuse for treating all chaplains as combatants and taking from them privileges accorded under the above agreements. It is the desire of the Navy Department that all chaplains, as ministers of religion, maintain their noncombatant status. See *Navy Regulations*, article 1355. This regulation precludes chaplains serving on coding boards since such duty is regarded as combatant duty following an opinion of the Judge Advocate General as reported in *Court Martial Orders* 1916-1937 Volume I, page 243.

c. In compliance with the provisions for noncombatants in the Geneva Conventions the Department of Defense identification cards for chaplains are stamped with a red cross.

SECTION 2300—OFFICIAL DUTIES

2301. GENERAL

a. The chaplain, when assigned, shall be detailed to duty directly under the executive officer, or if appropriate, the chief of staff.

b. The chaplain shall be permitted to conduct public worship according to the manner and forms of his own church and on occasions requiring it, he may wear the vestments of the clergy.

c. Chaplains attached to commands visiting foreign countries shall furnish their commanding officer with information to assist in paying proper respect (as required by *Navy Regulations*, article 1215) to the religious institutions and customs of the foreign countries visited.

2302. DUTIES OF FLEET AND FORCE CHAPLAINS

A Fleet Chaplain should exercise his functions of supervision and administration through Force Chaplains whenever possible. There are situations where there is no supervisory chaplain between the unit chaplain and the Fleet Chaplain. In such cases the Fleet Chaplain will be performing the duties of a Force Chaplain. Regulations and directives cannot define or prescribe for all possible

situations and contingencies. Common sense will dictate appropriate action that will ensure the least duplication of effort, and combine maximum service to chaplains with a minimum of conflicting purposes.

(1) In discharging the general duties outlined, Fleet and Force Chaplains shall perform the following specific duties:

a. Inspect the work of the chaplains at frequent intervals.

b. Advise, counsel, and offer suggestions to the chaplains of the fleet or force concerning their work.

c. Arrange for services in commands that do not have chaplains and for interchange of chaplains of different faiths in order to provide services for all.

d. Assist the fleet or force training officer in coordinating the training of chaplains in the fleet program of the Naval Reserve training.

e. Call frequent meetings of chaplains of the fleet or force for conference, discussion and adjustment of the matters pertaining to their work.

f. Keep the force or fleet public information officer informed of chaplains' activities of public interest. Work closely with the churches and community groups in order to develop public awareness of religious activities in the Navy.

2303. DUTIES OF DISTRICT CHAPLAINS

(1) In discharging their general duties, district chaplains shall perform, under the direction of the commandant, the following specific duties in ecclesiastical matters pertaining to the district:

a. Be responsible for religious services and a spiritual ministry being provided for naval personnel on duty in the district, especially for those at naval activities without chaplains.

b. Act as liaison for the Navy with civilian religious organizations and institutions.

c. Visit naval activities in the district at frequent intervals, advising and counseling chaplains concerning their work, and offering what assistance he may to commands which have no chaplains to provide a religious ministry for their personnel.

d. Call conferences of chaplains of the district for discussion of problems and coordination of their work.

e. Assist the chaplains in meeting their problems through correspondence and a monthly letter, collecting and disseminating to them information pertinent to their professional duties.

f. Evaluate for detailing purposes the favorable professional qualifications in primary and collateral duties of chaplains in the district, and include such information in quarterly reports (via official channels) to the Chief of Naval Personnel (attention Chief of Chaplains).

g. Maintain liaison with Navy Relief, Red Cross, and other local welfare and recreational organizations that render service to naval personnel and their dependents.

h. Assist the officer in charge of officer procurement in matters concerning applicants for the Chaplain Corps.

i. Keep the district public information officer informed of chaplains' activities of public interest. Work closely with the churches and community groups in order to develop public awareness of the religious activities in the Navy.

j. Maintain adequate and complete records, statistics, and files of all activities, religious and secular, pertaining to the district chaplain's work.

k. Cooperate with chaplains of the Army and Air Forces in coordination of divine services and common use of chapel facilities where feasible. This shall be done in the spirit of the National Security Act of 1947.

l. Perform collateral duties as assistant to the district director of Naval Reserve and district director of training in coordinating the administration and training of personnel of the Reserve component of the Chaplain Corps.

m. Keep informed of available training duty for inactive Reserve chaplains. Process all training duty requests from chaplains of the Naval Reserve and nominate personnel for such active training duty.

n. Maintain complete records concerning religious affiliation and standing of all Reserve chaplains on inactive duty residing within the district.

o. Call conferences for Reserve chaplains when feasible; and keep these chaplains regularly informed through chaplains' newsletters, etc., of all general matters of interest to the Chaplain Corps.

2304. DUTIES OF CHAPLAINS ATTACHED TO SHIPS OR STATIONS

(1) In discharging the general duties each chaplain attached to a ship or station shall perform the following specific duties:

a. Be responsible for the performance of divine services on all appropriate occasions.

b. With the approval of his commanding officer and the command to be visited or when required by the senior officer present, he may conduct divine services for other commands.

c. Facilitate performance of divine service by clergymen of churches other than his own as directed by his commanding officer.

d. Form voluntary classes for religious instruction as directed by the commanding officer.

e. Visit the sick daily or oftener unless their condition renders these visits inadvisable.

f. At quarters, report to his battle station as directed by the commanding officer, who shall assign the chaplain a station whereat he may attend the wounded.

g. At daily quarters, report his presence aboard to the executive officer.

h. Conduct public worship according to the manner and forms of his own church as authorized by Title 10, U. S. Code 6031a.

i. Call at the homes of men whose families reside in the vicinity of the ship in cases of sickness, death, or other emergency. In addition to emergency calls, he shall make such calls on families when occasions offer as he may deem desirable for development of a sense of interest of the command in the welfare of the men and of their families.

j. Visit the brig at regular intervals.

k. Keep the public information officer informed of chaplains' activities of public interest. Work closely with local churches and religious groups in foreign and United States communities in order to develop public awareness of the religious activities in the Navy.

2305. MORAL LEADERSHIP - CHARACTER EDUCATION

a. Such Navy Regulations as 0702A, 0803(9), 1210, and 1044 show the Navy's concern for the preservation and continued strengthening of the highest moral standards, and the official demand that behavior of officers and men reflect these standards at all times.

b. The Navy's leadership program is administered by the Chief of Naval Personnel through a Standing Committee and a Leadership Staff. This program is rooted in moral principles, and attempts to maintain the highest traditions of naval leadership primarily through a continued stress on moral values and moral responsibility. The Chief of Chaplains not only maintains liaison with this committee and staff, but assigns a chaplain to the staff on a full-time basis.

c. It is evident that his profession, special training and military position suit the chaplains to serve as a key adviser to the commanding officer in many phases of leadership, and particularly in those areas immediately related to the moral and spiritual. It is incumbent upon every chaplain to acquaint himself carefully with the objectives and materials of the total leadership program. An important facet of this program is moral leadership. It is essential that the chaplain keep himself particularly well informed of the moral leadership—character education philosophy and current materials.

d. New leadership materials are continuously being produced. Every chaplain should see to it that he is equipped at all times with the latest materials.

Basic guidelines for the overall leadership program are found in General Order 21, and NavPers 15890: Moral Leadership.

2306. INVESTIGATIONS OF CLAIMS AND COMPLAINTS

a. Chaplains will be directed from time to time by their commanding officers to investigate the circumstances which result in claims or complaints against officers or men being sent to the command by civilians or business firms. In addition to reporting the results of his interviews with the personnel concerned, he may be asked to prepare the reply for the commanding officer's signature. The chaplain must understand and be fully informed regarding the Navy Department's policy in such cases. This policy is outlined and explained in applicable directives.

b. Chaplains conducting investigations of circumstances in these matters are reminded that the purpose of the interview should be

directed to the determination of the facts and to provide such assistance as may be required in the preparation of a statement by the person against whom the claim or complaint has been made. Legal advice by persons without legal training is dangerous, and chaplains must avoid discussions of legal rights with persons in the naval service who consult them regarding personal and domestic problems. Legal assistance officers are on duty at many of the activities of the Navy, Marine Corps, and Coast Guard. Personnel involved in matters requiring legal assistance should avail themselves of their services.

SECTION 2400—COLLATERAL OR ADDITIONAL DUTIES

2401. POLICY

In order that the effectiveness of a chaplain in the performance of his primary duty may not be jeopardized by inappropriate assignments to collateral or additional duty the following policy regarding such assignments is set forth for information and guidance:

a. Chaplains shall not be assigned or be available to serve as treasurer of funds or be responsible for the handling of any monies except as custodian of a chapel fund.

b. Chaplains are eligible as are all other officers on active duty to serve on Courts-Martial. In disciplinary cases a chaplain may best serve by confining himself to his professional function as a religious counsellor and advisor. Because of the nature of their profession and duties chaplains are usually not appointed as members of Courts-Martial.

2402. QUESTIONS OF TIME AND CONSCIENCE

a. Should a rare occasion arise in which the chaplain considers that a particular collateral duty assignment involves action in violation of his conscience, he should frankly discuss the matter with his commanding officer and request release from such assignment. In addition, with the approval of the commanding officer, it may be desirable and helpful to discuss the matter with the Fleet, Force or District Chaplain. If it is not possible to confer with the Fleet, Force or District Chaplain, the chaplain concerned may state his case in writing, to the Chief of Naval Personnel, via official channels.

b. In the event that none of the procedures are practicable, *Navy Regulations*, article 1242, should be consulted for further guidance.

SECTION 2500—SOCIAL AND CLERICAL AMENITIES

2501. CALLS - OFFICIAL AND SOCIAL

Calling is based on the rules and practices of social etiquette generally followed or observed in civil life. A few aspects of custom followed in the Naval service will be discussed here. However, for a complete coverage of the subject, chaplains are advised to consult one of the many books that have been written on service etiquette.

a. Upon first reporting for duty to a ship or station a new officer should call on the executive officer and the commanding officer. Senior chaplains, chaplains heading special staff sections, and all chaplains in the grade of Commander and above should call on the senior officer of other departments and staff sections within a few days after reporting for duty. Social calls at the quarters of the commanding officer, executive officer and other department heads are also in order and expected. In commands headed by flag or general officers, the Naval Aide or Marine Aide should be consulted before making calls on the Commander at his quarters.

b. The practice of calling on the Fleet, Force or District Chaplain officially and socially should not be overlooked by officers of the Chaplain Corps reporting for duty in their areas of supervision. In this connection there are certain other customs observed by officers of the Chaplain Corps.

2502. CHAPLAIN CORPS ETIQUETTE

a. Official calls initiated by reporting chaplain on:

Senior chaplains of command
Fleet, Force or District Chaplain
Will depend on distance
Chaplains of neighboring commands senior to reporting chaplain

Local clergy of own church

If reporting chaplain is himself to be senior chaplain of the command to which he is reporting he will initiate calls on denominational officials who maintain headquarters in the local civilian community.

b. Chaplains on board will initiate calls on:

All chaplains senior to themselves reporting for duty

All chaplains senior to themselves reporting to neighboring commands for duty.

c. Upon first reporting for duty a chaplain, accompanied by his wife, if he is married and his wife is in residence, will call on his senior chaplain and when possible on the Fleet, Force or District Chaplain at their quarters. All other chaplains regardless of grade will, with their wives, if married, call on each chaplain reporting for duty in the area as soon as he is in residence locally or in quarters with his family.

2503. VISITS TO A COMMAND

a. In accordance with *Navy Regulations* Article 1231 an officer visiting a command in the performance of any official duty connected therewith shall report to the commanding officer and when appropriate to other commanders in the area.

b. Officers of the Chaplain Corps complying with subparagraph (a) should also make their presence known to the senior chaplain of the command visited and, as appropriate, to other senior chaplains or supervisory chaplains concerned. *Example*: A chaplain attached to the staff of the Chief of Chaplains is performing temporary duty in the New York area. He wishes, for official reasons, to visit an APA type vessel of the Military Sea Transportation Service. Before boarding the vessel, COMSTSLANT area (New York) and the staff chaplain of the command should be informed of the proposed visit. Upon boarding, the chaplain shall request the permission of the Commanding Officer to conduct the visit and then inform the Ship's Chaplain of the purpose of the visit.

c. Chaplains are reminded that authority to travel in a duty status at no expense to the Government places them in an official status no matter where they may be or what they may be doing in the execution of their orders. Chaplains issued orders of this character are expected, upon arrival at ultimate destination or prior thereto, to inform the district chaplain of their presence in the area. Furthermore, if they intend to perform any public function or professional service within the geographic limits of another command, the commandant or area commander should be informed of the details in advance. This may be done by correspondence or in person, but it must be done regardless of the chaplain's status! Newspaper items do not discriminate between leave status and duty status when reporting a chaplain's public appearance and professional activity. A public appearance in uniform or a public statement made as a chaplain cannot be considered unofficial even though the purpose or intent was unofficial. All commanders have a right to know in advance what chaplains from other areas are doing or intend to do in an official or semi-official capacity while in the district or area.

SECTION 2600—THE HOSPITAL CHAPLAIN

2601. GENERAL

The importance of the service of a chaplain to patients in hospitals is second only to the service a chaplain renders to personnel in time of battle. Some of those in the hospital will be men who were wounded in action. Although the chaplain's work in the hospital is not as dramatic as his service with personnel in battle, it is necessary that he bring to the patients the same zeal and concern which he gives to men when in combat. The duties outlined in the following paragraphs reflect the views of the Chief of Naval Personnel (Chaplains Division) and the Chief of Medicine and Surgery. They are presented for the guidance of all concerned.

2602. RELIGIOUS SERVICES

As approved by the Commanding Officer, religious services should be held each week for the benefit of both patients and staff personnel; if practicable, daily services should

be scheduled. A midweek prayer service is often desirable.

2603. PASTORAL

One of the most important duties of the hospital chaplain is ward visitation. A chaplain should call upon each ward daily, and, if possible, visit each bed patient. It is always a courteous and helpful procedure to consult with the ward doctor or nurse before visiting the ward.

Second in importance to the care of patients is the service which the chaplain may render in meeting and assisting their next of kin.

2604. OFFICE INTERVIEWS

Office interviews are important; however, the chaplain must be sure that the amount of time given to office interviews does not encroach upon the time needed to serve ward patients adequately. The advantages of the office interview is that it provides a privacy which does not always exist in a ward interview.

2605. CORRESPONDENCE

Correspondence with relatives and friends of patients is an important phase of the hospital chaplain's duty. The chaplain must avoid discussing in such correspondence medical aspects of the treatment and case. When specific medical information is requested, the prepared reply must invariably be cleared with the medical officer concerned, and the first carbon copy initialed by him. A file of all such correspondence must be kept for reference and for the benefit of succeeding chaplains.

2606. RELIGIOUS LITERATURE

Religious literature supplied by civilian agencies should be scrutinized by the chaplain and selected with care for distribution to insure that it is helpful and inspirational. The patient is apt to become depressed or apprehensive, and react in an unfavorable manner to some types of literature. Wherever possible, it is helpful to give the patient literature published by his own denomination.

2607. READJUSTMENT TO HOME AND CHURCH LIFE

In addition to the foregoing duties, the chaplain should, whenever possible, interview all patients prior to discharge from the service. The purpose of this interview is to afford the patient an opportunity to seek advice and counsel from the chaplain regarding readjustment to family and church life. The interview should be held several days prior to the date of discharge. It is recognized that the chaplains will see patients many times during their stay in a hospital preliminary to the final routine ending in actual discharge. Nevertheless, it is important that a final predischarge interview be held in which the chaplain gives his last words of advice and counsel to departing personnel and asks if there is any further service he may render. It is suggested that letters be sent to the next of kin and to the pastor of the dischargee, provided the patient consents to such letters being forwarded by the chaplains. Such letters should, whenever practicable, be signed respectively by the Catholic, Protestant, or Jewish chaplain as may be appropriate. The letters should be mailed after the dischargee's departure. If time and staff permit, each letter should be original, rather than mimeographed, so that the whole procedure will be kept as personal as possible.

2608. WORK SCHEDULE

The success of a hospital chaplain in the performance of his duties depends largely upon a proper budgeting of his time between formal religious duties, ward visits, and office interviews, based upon a preliminary survey of the particular hospital. Following such a study, it is necessary that the chaplain prepare and abide by his schedule, which, on a daily basis, provides a proper amount of time and definite hours for calling in the wards and for other duties.

SECTION 2700—SERVICE WITH U.S. MARINES

2701. GENERAL

a. The purpose of this section, in general terms, is to clarify for the chaplain his position and duties when serving with the U. S. Marine Corps and to present pertinent information, data, and directives to assist him in the performance of his ministry among Marine personnel.

b. The general duties of chaplains shall accord with orders and principles established in *Navy Regulations* 1948, the *Bureau of Naval Personnel Manual* 1948, the *Chaplains' Manual* (NavPers-15664-A rev. 1958), the *Marine Corps Manual* 1949, the *Staff Manual* 1955 (NAVMC-1110-AO3F) and current directives of Commandant, U. S. Marine Corps or higher authorities.

2702. DUTIES

A chaplain reporting to a Marine Command usually is ordered to further report to the Headquarters Company or Squadron of the Command, and he will be carried on the rolls of said company or squadron for all administrative purposes.

a. Duties in General

The duties of the chaplain as a member of the Special Staff, set forth in Chapter 3, paragraph 312 of the *Staff Manual*, are as follows: The chaplain performs the general duties of a Special Staff officer with respect to the moral, spiritual, and religious welfare of the command; assists in determining and improving the state of morale; develops and conducts religious programs; ministers to the sick and wounded; corresponds with relatives of personnel as directed.

b. Duties of Battalion, Air Group, or Unit Chaplains

Battalion, Air Group, or Unit Chaplains have the same function in their organization as the Division, Force Troops, or Air Wing Chaplains as pertains to advising commanding officers concerning the religious provisions for their units. In addition they shall, via chain of command, keep their Supervisory Chaplain informed regarding the adequacy of the religious program and recommend such action as may be necessary to meet the religious needs of their unit.

c. Duties of Force, Division or Wing Chaplains

The Force, Division or Air Wing Chaplain is normally assigned as Force, Division or Air Wing Chaplain on the Special Staff of the Commanding General. He shall advise and inform the Commanding General in all matters pertaining to religious activities of the command and the status of chaplain personnel assigned within the Force, Division or Air Wing. He shall further:

(1) Coordinate the religious activities of all chaplains within the Force, Division or Air Wing in order to insure that maximum chaplain coverage is given all units.

(2) Supervise the indoctrination and training of chaplains reporting for duty or for training with their respective commands.

(3) Insure that all chaplains comply with requirements for such reports as are outlined in the *Bureau of Naval Personnel Manual*, section C-12206 and such other reports as are required of naval personnel.

(4) Perform general duties as applicable for all chaplains.

(5) The Force Chaplain shall perform the specified duties of a Force Chaplain as defined in the *Bureau of Naval Personnel Manual* 1948, section C-12203, and such other duties as are applicable for all chaplains.

2703. SUPPLY

All items of chaplains' equipment listed in the Catalogue of Navy Material are available to all units and stations of the U. S. Marine Corps to which chaplains are attached. Requests will be submitted by the Organization Supply Officer to the Bureau of Naval Personnel (Pers-J13).

a. The Force, Division, and Air Wing Chaplains shall procure such portable ecclesiastical equipment, consumable altar supplies, religious literature and materials and report forms as are needed by chaplains serving within the Force, Division, and Air Wing, and shall:

(1) Insure that the supply of consumable altar supplies, religious literature and materials and report forms is sufficient at all times for a minimum of six months emergency operations at full T/O (table of organization) strength.

(2) Insure that such portable ecclesiastical equipment is available for distribution to chaplains reporting for duty as would normally be used under average denominational distribution at full T/O strength.

c. Each chaplain should consult the table of basic allowances of his own organization for statement of office materials and field equipment furnished to chaplains.

SECTION 2800—REPORTS REQUIRED

2801. QUARTERLY REPORTS

a. Quarterly reports shall be submitted for the periods ending 31 March, 30 June, 30 September, and 31 December in accordance with subparagraphs b., c. and d.

b. A quarterly report (BuPers 1743-1) shall be submitted by each fleet and district chaplain to the Chief of Naval Personnel (Chaplains Division). The narrative report shall include as enclosures a statistical summary of the quarterly reports received from force chaplains and unit chaplains and a statistical summary of the fleet or district chaplain's professional and administrative activities. Each statistical summary shall be submitted on Form NavPers-374.

c. A quarterly narrative report with statistical summary on Form NavPers-374, of quarterly reports from unit chaplains shall be made by each force chaplain and forwarded via channels to the appropriate fleet chaplain. Each force chaplain shall include on a separate Form NavPers-374 a statistical summary of his own professional and administrative activities.

d. A quarterly report shall be made on Form NavPers-374 by each unit chaplain and forwarded via official channels to his force or district chaplain.

2802. REPORTS TO DENOMINATIONAL AUTHORITIES

Some church bodies expect or require their chaplains to submit regular reports of their activities in the Navy. Chaplains are expected to comply with the requirements of their church, but they must be aware of existing security regulations and/or restrictions governing the disclosure of data and information to be included in such reports to persons outside the naval service. Information which seems to be harmless, such as the number attending divine services can represent a breach of security in a situation where the on-board count is classified. Automatic personal censorship of official and unofficial conversation, letters and reports is a fundamental duty of all personnel in the Naval Establishment.

Chapter 3
DIVINE SERVICES

SECTION 3100—PREPARATION FOR DIVINE SERVICES

3101. AUTHORIZATION FOR DIVINE SERVICE

a. It is a commanding Officer's responsibility in commands to which chaplains are attached, to cause divine service to be held on Sunday whenever the weather and other circumstances allow it to be done. It is the chaplain's responsibility to perform divine services on all appropriate occasions. (cf. *Bureau of Naval Personnel Manual,* C-12205a.)

b. As provided by public law and *Navy Regulations,* the chaplain shall conduct public worship according to the manner and form of his own church and, on occasions requiring it, may wear the vestments of the church to which he belongs.

3102. LOCATION AND ARRANGEMENTS

a. Schedules of time and place for holding divine services should be discussed and approved by the executive officer before publication and execution. The chaplain's suggestions regarding time and place will usually be approved. When serving afloat or in the field he should be prepared to suggest more than one choice of location to meet the special circumstances of work, weather or noise.

b. The choice of location, when no chapel is available, is a vital factor in attendance. The place selected should be as near as possible to the barracks and, if aboard ship and below decks, easily accessible from the living spaces. Avoid, if possible, areas where interruptions and distractions caused by necessary work and routine may occur. Keep in mind the limitations imposed by architecture or construction which may complicate arrangements, and temporary transformation, for the purpose of worship.

c. Insure that an item covering the working party is included in the plan of the day or the drill and work schedule.

3103. PUBLICITY

a. An item covering the hours and location of divine services on Sundays and on other days of religious significance should be included in the plan of the day or the drill and work schedule. If such procedure is approved by the executive officer, the chaplain must make it his responsibility to convey the necessary information to the appropriate office in time for publication.

b. In carrying out the plan of the day, the officer of the deck will have church call sounded, and the word passed by the boatswain's mate of the watch. It is customary to begin the service immediately after the last stroke of the ship's bell. Note, however, that it is desirable to have church call sounded long enough before the time set for the service to permit officers and men to reach the chapel or church compartment without being unduly hurried. In addition to the usual word passed over the public address system by the boatswain's mate, "* * * keep silence about the decks during divine service," a short sentence may be added, with proper permission, inviting officers and men to attend the service.

c. Bulletin boards, mimeographed notices, and space in the ship or station paper may be used to announce and advertise divine services. All publicity should be dignified and in keeping with the purpose it serves.

d. The best advertisement for a divine service is its own appeal to officers and men. When the spirit of worship pervades the service; when the order of worship allows for participation by the congregation; when the sermon is helpful and religious, not merely a secular pep talk, sufficient interest and enthusiasm will be generated so that individuals will encourage others to attend.

3104. RIGGING FOR CHURCH

a. When divine service is conducted on board a naval vessel after 0800 and prior to

sunset the church pennant may be displayed above the ensign. Shore stations, while not authorized to display the church pennant above the ensign, may display it separately if desired. Authority to display the church pennant above the ensign is based on Public Law 829-77th Congress as amended by Public Law 107-83rd Congress, Section 3 (c). Regulations governing the use of the church pennant are included in paragraph 201; *U. S. Naval Flags and Pennants* - Descriptions, Uses and Customs - DNC 27.

b. The rigging and unrigging of the gear used during divine service is normally a part of regular ship or station work. The assignment of men to the church working party is usually rotated as a work detail among the divisions. It is customary, especially aboard ship, to have a master-at-arms or a boatswain's mate detailed to take charge of the working party. It is not unusual to find this as one of the established duties for the boatswain's mate of the watch.

c. Personal inspection of the church rig in order to correct mistakes before the service begins should not be neglected by the chaplain.

d. In cases where the place of worship is not subject to frequent change or where a few places are the established possibilities, it is a good plan to write up permanent rigging instructions with appropriate diagrams. They should be specific, clear, and understandable to the boatswain's mate in charge of the rigging detail. Show the location of church hangings, furniture, chairs, and benches. Indicate frame numbers when appropriate. Include instructions for stowage after unrigging.

3105. MUSIC

a. Instrumentalists and vocalists attached to the crew or the ship's company can usually be persuaded to contribute their services on a voluntary basis for divine services and for other religious or special ceremonies. Such participation should not compromise an individual's religious convictions.

b. For portable organs, pianos, record players, see section on Material.

SECTION 3200—CHAPELS

3201. USE OF NAVY CHAPELS

a. Navy chapels are Government property and are available for use by any chaplain attached to the command and acting under proper authority. Such chapels should not be used for secular purposes.

b. Where size and arrangement permit, and if satisfactory to the command and to all chaplains concerned, areas may be set aside and kept permanently rigged to accommodate the private devotional needs of Protestant, Catholic, or Jewish personnel.

c. The senior chaplain of each command will submit for the approval of his commanding officer schedules of service which will provide a fair and equitable use of the chapel facilities for Catholic, Protestant, and Jewish services.

3202. CONSTRUCTION OF NAVY CHAPELS

a. The construction of a Navy Chapel requires an appropriation of funds. The request for such an appropriation must originate with the Commanding Officer. When the request is approved and the appropriation made available, construction will proceed under the supervision of an Officer-in-Charge of construction designated by the Bureau of Yards and Docks. The Officer-in-Charge of construction should follow the criteria and definitive designs prepared by the Bureau of Yards and Docks and approved by the Chief of Chaplains as listed in paragraph (g) (1) and (2) below. The following is a general outline of Construction Standards and Space Allocations for religious Facilities.

(1) Design Criteria: The design of chapels should be suitable for the services of the Protestant, Catholic, and Jewish faiths, as well as achieve maximum efficiency and economy consistent with the dignity desired in a place of religious worship.

(2) Space Allocations:

(a) Capacity. Provide not more than one (1) seat for every ten (10) of the planned total installation population up to 15,000 or one (1) seat for every thirteen (13) of the planned total installation population over 15,000 (exclusive of oratory) based on the planned total strength of the installation, comprising

military personnel, adult military dependents residing at the installation, adult military dependents residing in military-sponsored housing projects on or adjacent to a military installation where civilian religious facilities are not available in the vicinity of such housing project, and authorized adult civilian personnel residing at or adjacent to isolated military installations.

The basic space allowances may not be exceeded except through inadequacy to the point of hardship, and then only with approval of the Secretary of Defense.

The size of the oratory will be determined on the basis of space allowance shown in paragraph (c) (1) that follows.

(Note: The size of the oratory is arrived at by multiplying the seating capacity of the chapel by the square feet per seat allocated for the oratory in table of "Chapel Sizes," paragraph (c) (1) that follows.)

Chapels normally will be constructed at installations where the authorized strength, as defined above, is 500 personnel or over. At installations where chapels are not provided, facilities in other suitable structures will be made available.

(b) Size: Chapels normally will be limited to the following sizes: 150, 300, and 600 seats (exclusive of oratory). The size and number of chapels for each installation will be determined by the number of authorized personnel, the distribution of population and organizational requirements.

(c) Facilities and Space Requirements:

1. The various functional facilities which are authorized to be provided in the chapel are given in the following table, together with the space allotments for the various size chapels.

Necessary Facilities	Chapel Sizes		
	150	300	600
	Sq. Ft. Per Seat	Sq. Ft. Per Seat	Sq. Ft. Per Seat
Narthex Nave Chancel, (including choir and sanctuary)	16.5	14	12.4
Sacristy Vestry and Ark Chaplain's Offices Confessionals Toilets and Service Rooms	11.2	8	4.3
Oratory	3	1.9	1.3
Balcony	0	0	1.4
Total	30.7	23.9	19.4
Education Wing (when required) Class Rooms Kitchen Fellowship Room Toilets and Service Rooms	14.3	11.1	7
Total Including Education Wing	45.0	35.0	26.4

NOTE: For medical center chapels, see Yards and Docks Drawing No. 817157

(d) Education Wing: At least one chapel in each installation will be provided with a religious educational facility called an educational wing. Other chapels will be provided educational wings on the basis of demonstrable need as determined by the military department concerned.

The seating capacity of education wings will be in accordance with BUDOCKS-INST: 11106.1 CH 2. A minimum of four (4) classrooms will be provided with moveable partitions to allow maximum flexibility. A fellowship hall with kitchen facilities shall be provided.

(e) Facilities for Special Religious Rites: Whenever denominational usage warrants in accordance with established policy of the Chief of Chaplains, the following facilities for special religious rites will be provided.

1. Baptistry - at least one chapel at each installation shall be provided with a baptismal font. A baptistry equipped for full immersion services shall be provided in at least one education wing at major establishments.

2. Confessional facilities in each chapel, readily accessible and adequate to insure necessary privacy.

(f) Chaplain's Office: Chaplain's offices will be provided in each chapel with a lavatory and water closet conveniently located to this office. A yeoman's office will be provided adjacent to the chaplain's offices.

(g) The Bureau of Yards and Docks will supply definitive chapel designs approved for naval stations. The Bureau of Yards and Docks references available are:

1. BUDOCK INSTRUCTIONS

BuDocks Instruction 11106.1 CH 2

BuDocks Instruction 11012.50, 11012.50 CH 1 and 11012.50 CH 2

2. "Definitive designs for Naval Shore Facilities, NAVDOCKS P 272, June 1958" booklet of criteria and drawings as follows:

Yards and Docks Drawing Number	
817151	Chapel 150 Seats
817152	Education Wing for 150 Seat Chapel
817153	Chapel 300 Seats
817154	Education Wing for 300 Seat Chapel
817155	Chapel 600 Seats
817156	Education Wing for 600 Seat Chapel

b. Chapels - For Medical Centers: Medical center chapels shall conform to requirements for basic chapel design with modifications as provided in Yards and Docks Drawing No. 817157 for 150 and 300 seat chapels for Medical Center.

c. Chapels for Advanced Bases: Advanced base outfitting components have been set up by the Bureau of Naval Personnel and the Bureau of Yards and Docks, each supplying appropriate materials, the latter Bureau varying its materials in accordance with the geographical location of the base to be supplied.

Functional component N-14 appropriate for an advanced base of approximately 2500 personnel, provides a chapel with a seating capacity of 500 men. Functional component N-15 provides a chapel for 200 personnel, appropriate for an advanced base of approximately 1000 men.

Ecclesiastical equipment and supplies provided by the Bureau of Naval Personnel is listed in OPNAV INST 04040.22A and BUSANDA INST 04040.31.

SECTION 3300—FURNITURE, EQUIPMENT AND SUPPLIES

3301. STATION CHAPELS

a. The equipment used in chapels, chargeable against the appropriation of the Chief of Chaplains, is available for distribution through the Bureau of Supplies and Accounts. Requests should be submitted by the supply officer on standard requisition forms and forwarded to the Bureau of Supplies and Accounts. All items are listed in the "Navy Stock List of General Stores."

3302. VESSELS TO WHICH CHAPLAINS ARE ASSIGNED

a. The Bureau of Ships makes provisions for ecclesiastical equipment in ships to which chaplains are usually detailed. The

authorized allowance list of ecclesiastical equipment is contained in the Bureau of Ships General Amendment No. 199 of 7 June 1944, along with subsequent modification (a) through (c).

b. The ship chaplain has the responsibility to ensure that the authorized equipment is on board for the conducting of religious services of all denominations.

c. Military Sea Transportation Service

(1) The Bureau of Ships authorized allowance list of ecclesiastical equipment applies to USS vessels operating under MSTS. The MSTS Interim Allowance List, Part II, Group 532-3, establishes an interim allowance list of ecclesiastical equipment for non-commissioned MSTS vessels.

d. In order to bring ecclesiastical equipment up to allowance, be guided by the following procedures:

(1) Ships now in active commission, to which chaplains are permanently attached, may obtain equipment required to fill the allowance, by submission of "not-in-excess" requistions through the regular supply channels, as outlined in the *Bureau of Supplies and Accounts Manual*.

(2) Ships under construction, conversion or reactivation, to which a chaplain is to be assigned, shall procure equipment required to fill the allowance through the outfit supply activity.

3303. PORTABLE EQUIPMENT

Portable equipment is available to chaplains who need such items but is designed primarily for chaplains when conducting service on ships without chaplains or with mobile field units of the Marines or Construction Battalions.

3304. U.S. MARINE CORPS

All items of chaplains equipment listed in the *Navy Stock List of General Stores* are available to all units and Posts of the U. S. Marine Corps to which chaplains are attached. Requisitions will be submitted by the Organization Supply Officer via channels to the appropriate Fleet or District Chaplain.

3305. ACCOUNTABILITY

All equipment is Government property for which the chaplain becomes responsible upon acceptance of custody.

3306. CONSUMABLE ALTER SUPPLIES

Sacramental wine, grape juice, wafers, candles, rosaries, cruciform medals, charcoal and incense are furnished to chaplains by Fleet and District Chaplains. Letter requests for consumable altar supplies may be forwarded by the individual chaplain directly to his supervisory chaplain except that candles shall be obtained as are standard stock items.

3307. PUBLICATIONS

Publications such as testaments, missals, church folders, character education publications are now under the management control of the Bureau of Supplies and Accounts. Requisitions should be submitted by the supply officer directly to the appropriate Supply Center according to procedures outlined in the *Bureau of Supplies and Accounts Manual*.

3308. SACRAMENTAL WINE

An opinion of the Judge Advocate General states that Article 1269, Navy Regulations, does not prohibit transportation or possession of sacramental wine for religious purposes. (Ltr. to Chief of Naval Operations, dtd 18 April 1952, JAG: 114: JAP:gg.)

SECTION 3400—PROVISION FOR MEN OF OTHER FAITHS

3401. AUTHORITY IN GENERAL

Navy Regulations, Article 0711, provides that when there is no chaplain attached to the command, the commanding officer shall engage the services of any naval or military chaplains who may be available; or, failing in that, shall, when practicable, invite a civilian clergyman to conduct religious services. Provision shall be made for sending and receiving church parties as appropriate and practicable.

3402. TYPES OF SERVICE POSSIBLE

a. Regular services of worship conducted by Navy chaplains from other ships and stations.

b. Church parties may be sent from ship or station.

c. Civilian clergymen may be used with proper permission.

d. When a chaplain is not available, places may be set aside for private devotions or for informal services under lay leadership. Such services should always be under the cognizance of the chaplain.

e. In the absence or unavailability of naval chaplains, civilian rabbis may, with the approval of the commanding officer, be invited to conduct regular or occasional services for Jewish personnel. Upon invitation by a Jewish group, a Christian chaplain may preside at Jewish religious services and need have no misgivings as to his ability to do this if he bears steadily in mind that Judaism is in its essence a religion of the Old Testament. Therefore, if he keeps himself to Old Testament texts and illustrations in any sermonic message which he gives to the Jewish men, he may be reasonably sure of remaining within the bounds of Judaism. The congregational mode of Jewish worship permits lay leadership. When chaplains or civilian rabbis are not available, officers and men of Jewish faith are prepared to conduct appropriate observance for the sabbath and for other Holy Days. Consult section 4204, *Chaplains' Manual* for information concerning Jewish Holy Days.

3403. PROCEDURE IN MAKING ARRANGEMENTS

a. For all types of special services for purposes covered by this section, the approval of the commanding officer must be obtained through the usual channels.

b. A chaplain desiring to hold a service aboard another ship or station must obtain proper permission from his commanding officer to be absent for this purpose. He must also make certain that the performance of the service is agreeable and convenient to the commanding officer *and,* if one is attached, the chaplain of the command which he intends to visit.

c. Civilian priests, ministers or rabbis invited to serve activities should not have to solicit collections for their services. They should be compensated with an honorarium in addition to transportation expenses and hospitality. Such clergymen may be remunerated from the chapel fund or in any other manner that the commanding officer may direct. (cf. 3603e, *Chaplains Manual*.)

3404. PROVISIONS FOR SHIPS WITHOUT CHAPLAINS

A. Authority:

(1) *BuPers Manual,* C-12203(c) directs Fleet and Force Chaplains "to arrange for services in Commands that do not carry chaplains." This should be construed to include those ships and activities for which no chaplain can be made available to conduct Divine Worship.

(2) Almost all religious groups permit, in the absence of their ordained clergy, some form of public worship or devotion under the leadership of laymen. Properly supervised and conducted, such services are of immeasurable benefit to the corporate life of the sea-going community as well as the individuals concerned.

(3) Careful consideration must be given to the choice of lay leaders. Untold damage to the life of a ship or station and to the prestige of religion can be caused by an unqualified lay leader who may use the position to exploit original theories or singular views.

B. Appointment:

The Commanding Officer will appoint one or more lay leaders to represent each of the major faiths: Protestant, Catholic and Jewish. The advice and assistance of the appropriate Fleet, Force or Squadron chaplain will be utilized in selecting personnel for this work. Prospective lay leaders will be personally interviewed by the supervising chaplain, to ensure that they are well motivated for such an assignment, that they are conscientious adherents of their respective faiths, and that they hold a good reputation among their shipmates.

C. Supervision:

The Commanding Officer will ensure that newly appointed lay leaders receive instruction and guidance from the appropriate

chaplain, and that regular and adequate supervision is provided to improve their effectiveness and forestall possible abuses. When possible, Fleet, Force and Squadron chaplains will assemble lay leaders for consultation, encouragement and instruction. Supervising chaplains will keep Commanding Officers informed of the status of lay leader activities.

D. Limitations to Lay Leader Functions:

(1) The usefulness of the lay leadership program depends upon adherence to Navy Policy, the ecclesiastical requirements of the religions involved and the canons of good order and decency. The following statements define the boundaries of the lay leadership functions:

a. Personnel of the Navy, except for duly commissioned chaplains, will not administer sacraments (in Divine Services) aboard Naval vessels or activities without specific permission of the Chief of Naval Personnel. Baptism "in extremis" according to the accepted form of the appropriate church is excluded from this prohibition.

b. The canons of the Roman Catholic Church prohibit preaching by laymen. The public reading of the Epistle and Gospel of the particular Sunday and the recitation of the Rosary is considered the basis of the Catholic lay service. Additions may be made when directed by a Catholic Chaplain.

c. Lay leaders should refrain from specialized tasks, such as personal counseling, which require special training, and from activities which presume ordination by a religious body.

E. Ecclesiastical Equipment and Supplies

(1) It is anticipated that basic ecclesiastical equipment will be made available to lay leaders within the limitations imposed by appropriations. Such equipment (in the custody of the lay leaders) should be maintained in good conditions.

(2) Testaments, Sunday Missals, Jewish Prayer Books, Hymnals, etc., should be maintained in quantity for distribution to lay leaders. Denominational publications, when available, should be carefully screened for suitability of material.

(3) Other supplies, e.g., tapes, recorder-reproducers, record players, etc., which are purchased from the Chief of Chaplains allotment will be issued to Supervisory Chaplains for distribution to lay leaders.

F. Reports

All lay leaders will make individual quarterly reports of their activities to the Supervisory Chaplain for inclusion in his report to the Chief of Chaplains.

G. Command Instructions

These regulations may be further amplified by command instructions in accordance with the above to reflect local conditions and necessities.

SECTION 3500—ATTENDANCE

3501. VOLUNTARY ATTENDANCE

The basic constitutional guarantees inherent in our democracy permit freedom of conscience and religious worship for all citizens. Attendance at divine services, therefore, is voluntary.

The Navy, however, traditionally has "earnestly recommended to all officers, seamen, and others in the naval service diligently to attend at every performance of the Worship of Almighty God." (See footnote *Navy Regulations*, art. 0711.1.) Further, the Commanding Officer is directed to "Use all proper means to promote the morale, and to preserve the moral and spiritual well-being of the personnel under his command," *Navy Regulations*, art. 0709.1. Chaplains, therefore, may anticipate that Commanding Officers will encourage attendance at divine services in accordance with the spirit and intent of *Navy Regulations*, article 0711, and section 7 (d) of the Act of May 1950 (page 454, *Manual For Courts-Martial U. S. 1951)*.

3502. ON DAYS OTHER THAN SUNDAY

Consult *Bureau of Naval Personnel Manual*, C-12201(2).

SECTION 3600—CHAPEL FUNDS

3601. GENERAL

Many personnel in the naval service have been accustomed to making voluntary contributions for religious purposes during attendance at divine worship in civilian life and desire to continue this practice while in the Navy. Chapel funds, voluntarily contributed by the worshippers and/or by other interested individuals, may be established as approved by commanding officers.

3602. ADMINISTRATION

a. Chapel funds shall be designated as Protestant, Roman Catholic or Jewish. The Protestant Chapel Fund shall not be further designated by denominations. The respective funds shall be used only for the religious needs and purposes of the major group (Protestant, Roman Catholic or Jewish) whose contributions generate the fund.

b. All chapel funds shall be audited in accordance with command regulations at least quarterly, and the result of the audit presented to the commanding officer with a copy to the Chief of Chaplains. It is appropriate that the report of such an audit be posted where practicable.

c. Chapel funds shall be used for projects of a religious nature, easily recognizable as coming within the desires of the donors. Authorized expenditures include, but need not be limited to the following:

Equipment for chapels and Sunday Schools.

Supplies for choirs and religious education activities.

Honoraria, hospitality and travel expenses for visiting clergy invited, with command approval, to conduct services.

Organists, civilian or military (enlisted) except where duty as organist is part of the assigned duties as in the case of chaplains' assistants.

Administration and operation of Sunday Schools and Catechetical classes.

d. The money collected at Divine Services shall be delivered by an officially designated individual of the faith concerned to the custodian of the appropriate chapel fund and a receipt obtained.

e. Expenditures for any purpose shall not be made directly from collections or offerings. Such collections and offerings must first be recorded and deposited to the account of the appropriate fund. Expenditures shall be made in accordance with procedures established by commanding officers.

3603. OFFERINGS FOR SPECIAL OCCASIONS

When authorized by the Commanding Officer and after an appropriate announcement to the congregation, contributions may be made for specific religious activities (organizations) which the congregation may desire to sponsor.

3604. SURPLUS FUNDS OR RESIDUAL ASSETS

a. In the event that it is desirable to expend the surplus of any chapel fund, such expenditure may be made to a religious civilian agency which assists the religious work of naval personnel, as may be recommended by the chaplain of the particular faith, with the approval of the commanding officer, provided such expenditure is, to all intents and purposes, plainly consonant with the general faith and wishes of the contributors; i.e., if desired, the surplus of a Protestant chapel fund might be used for alms or donated to the American Bible Society, The Gideons, the General Commission on Chaplains, etc. The surplus from a Catholic chapel fund might be used for alms or donated to the Chaplains' Aid Society, the Catholic Military Ordinariate, the National Catholic Welfare Conference, etc. The surplus of a Jewish chapel fund might be donated to some phase of the Jewish religious work. The wishes of the worshippers, where at all ascertainable, should, in each instance, bear more weight than the personal preference of the chaplain or the commanding officer.

b. Any surplus in a chapel fund which the chaplain and the commanding officer concerned may not wish to expend in the manner described under subparagraph (a), as well as any surplus or residual assets which may remain unexpended in the event of decommissioning, may be forwarded to the Chief of Chaplains, Bureau of Naval Personnel, to be placed in Catholic, Protestant or Jewish segregated funds, accounted for and used in accordance with the spirit of those instructions for the administration of chapel funds.

Chapter 4
SPECIAL RELIGIOUS AND PATRIOTIC SERVICES

SECTION 4100—HOLY COMMUNION

4101. MODE

The communion service is conducted in accordance with the same provisions established for the conduct of divine service. Each chaplain is free to conduct such a service according to the manner and form of his own church.

4102. "CLOSED" AND "OPEN" COMMUNION

The Navy Department allows chaplains perfect freedom of conscience with respect to the matter of "closed" or "open" communion. In order to meet the religious needs of officers and men, it is expected that the chaplains will provide opportunity for them to partake of communion or, when this ministry is limited either by the chaplain's own conscience, the regulations of his church, or by the custom or conscience of officers and men, he will exercise every effort to arrange for the service of communion to be conducted by chaplains or civilian clergymen of other faiths.

SECTION 4200—WEEKDAY RELIGIOUS SERVICES

4201. PRAYERS AND DEVOTIONS

An increasing emphasis is being placed on weekday religious services. Chaplains should be alert to utilize every opportunity to promote religious activities. Some of the following are being carried out and have proved highly effective:

(1) Morning and/or evening prayers particularly at sea and at Naval hospitals. Appropriate times are:

a. After morning newscast.
b. Just before or immediately after taps.
c. In case of late darkness, before movies topside.

(2) Vesper services.

(3) Grace before lunch and dinner in wardroom.

(4) Holy Mass, Novena, Rosary, Benediction, etc.

(5) Appropriate services before combat, or operations, etc.

4202. LENTEN SERVICES

The season of Lent is accepted by many religious bodies as an appropriate time for conducting a series of weekday religious services. Plans should be made well in advance, and, when approved by the commanding officer, announcement may be made through a variety of media depending on the funds and facilities available. Although the type of service will, to a great extent, be governed by the ecclesiastical practice and tradition of the chaplains participating, it should be remembered that the religious needs of service personnel will best be met during this season by services which take into account the variations in Christian worship procedure.

4203. HOLY DAYS, DAYS OF ABSTINENCE AND ROSARY SERVICES

Special services appropriate to the seasons and days of the Church calendar are conducted by chaplains of the Roman Catholic faith.

a. 1 January, Ascension Thursday, 15 August, 1 November, 8 December, and Christmas Day are Holy Days of Obligation for Catholics. These days are observed exactly as is Sunday. Divine services should be arranged.

b. The Roman Catholic Church grants a dispensation from abstinence from the use of

meat to all its members in the naval service and their families on all days of the year, except the day before Christmas, Ash Wednesday and Good Friday. These three day should be noted by chaplains and brought to the attention of commanding officers in order that the preparations of suitable menus for personnel of Catholic faith may be authorized.

4204. JEWISH HOLY DAYS

Consult *Chaplains Manual* Section 3402 and 3502.

a. Sabbath. As with all Jewish Holy Days, the day is a period between two successive sunsets. Sabbath services are traditionally conducted on Friday evening and Saturday morning.

b. Other holy days of significance to Jewish personnel are Rosh Hashanah (New Year), Yom Kipper (Day of Atonement), and Pesach (Passover).

c. The dates of Jewish high holy days occurring during the year are usually publicized by A1Nav or BuPers Notice together with the current leave policy authorized by the Chief of Naval Personnel.

4205. RELIGIOUS OBSERVANCE OF CERTAIN NATIONAL HOLIDAYS

a. Among the national holidays listed in article 2186, *Navy Regulations*, are three for which religious services are appropriate: Memorial Day, Thanksgiving Day and Christmas Day.

b. Memorial Services for the dead, for national leaders, and the dedication of cemeteries are all occasions for religious services.

It should be borne in mind that in all services described in sub-paragraphs (a) and (b), chaplains of different faiths may be unable to participate in a union service because of religious convictions. Separate services can be arranged, each chaplain being allowed to follow the norms of his own church and his own conscience. No chaplain will be asked to violate his conscience in this matter. See also *Chaplains' Manual* 4401.

SECTION 4300—OTHER RELIGIOUS ACTIVITIES

4301. RELIGIOUS INSTRUCTION CLASSES

Formal religious instruction or church membership classes may be conducted by chaplains or by civilian clergy invited aboard for that purpose. Such instruction should be provided within the ecclesiastical frame of reference of the chaplain or clergyman concerned.

4302. STUDY AND DISCUSSION GROUPS

Classes for Bible study and religious discussion are to be encouraged. Such gatherings provide opportunity for the informal exchange of ideas among Naval personnel on the common ground of their religious interest. Whenever circumstances permit, the organization of such classes should be accomplished under the supervision of the chaplain. The executive officer should be informed of all such arrangments.

SECTION 4400—PATRIOTIC SERVICES

4401. AUTHORITY

Consult article 2187, *Navy Regulations*. In the holding of patriotic services, no program should ever be arranged for a union service in which chaplains of different faiths are to participate without consultation and agreement with the chaplains concerned that the proposed program is one in which they can participate. The chaplain's conscience is the final judge as to whether a proposed program is of a religious nature that precludes his taking part.

SECTION 4500—OCCASIONAL CEREMONIES

4501. COMMISSIONINGS AND LAUNCHINGS

These ceremonies take place in a navy yard or private shipyard. A platform is usually constructed near the bow of the vessel awaiting launching, for the use of those taking part in the ceremony. Commissioning ceremonies take place on board the vessel itself usually on or near the quarter-deck. The chaplain must plan to be on hand in plenty of time to be informed by the officer in charge of arrangements of the place assigned him during the ceremony.

4502. DEDICATIONS, FLAG RAISINGS

Navy chaplains may be requested from time to time to participate in public ceremonies of a military or semi-military character. Insofar as circumstances permit, commanding officers may, for such purposes, when within a reasonable distance, authorize the absence of chaplains under their command.

Chapter 5
DEATHS AND FUNERALS

SECTION 5100—DEATHS AND RESULTING DUTIES

5101. RESPONSIBILITY AND AUTHORITY FOR ACTION

Responsibility for taking the required action following the death of any person in the naval service, ashore or afloat, is placed with the commanding officer and established by Article 0725, of *Navy Regulations*. (See also *Bureau of Naval Personnel Manual*, Chapter 9, Section 8.)

5102. REPORTS AND CONDOLENCES

a. The official report of the death of any person in the naval service is made by the commanding officer to the Secretary of the Navy in accordance with the *Bureau of Naval Personnel Manual* or *Marine Corps Manual*, as appropriate.

b. Letters of condolence written by chaplains to the next of kin must conform to the general requirements prescribed for commanding officers in the *Bureau of Naval Personnel Manual*, C-9803. The content of all such communications should be consistent with the official report of the casualty as forwarded by the commanding officer to the Secretary of the Navy. When the casualty status, nature of wounds, date of death, and disposition of remains are known to be exact and correct beyond a reasonable doubt, such facts may be included in condolence letters. When these facts are not known, such particulars should be avoided. Serious consequences result whenever the next of kin are given information by chaplains which differs from the official report forwarded to the Bureau of Naval Personnel or Commandant of Marine Corps and subsequently transmitted to the next of kin. Not only are the next of kin confused and disturbed thereby, but government and private insurance are jeopardized.

c. It should be noted that confusion can be created for the next of kin if they receive letters from chaplains regarding a memorial service for persons who have been officially reported in a missing status. Letters reporting a memorial service should be written only when it is known beyond any reasonable doubt that the casualty status has been reported as "dead".

d. When writing to the next of kin regarding a funeral or memorial service, care should be taken to respect the religious convictions of the family.

e. It is assumed that the chaplain, whenever possible, will call on the next of kin of deceased personnel. (See *Chaplains Manual* Section 7200.)

SECTION 5200—MILITARY FUNERALS

5201. GENERAL

a. When not contrary to orders and regulations, the extent to which the naval service participates in a funeral is influenced by the expressed wishes of the family of the deceased.

b. Prior to a funeral, if practicable, an officer will be detailed as officer in charge of the ceremony. He will confer with the clergy and the funeral director, and together they will see that all necessary arrangements have been made for the funeral. The chaplain will perform the duties of the officer in charge of the ceremony in case no officer is so designated.

c. Funeral ceremonies are conducted in accordance with the appropriate sections of chapter 21, section 10, of *Navy Regulations*, and such additional details as are included in chapter 3, section VIII, of the *Landing Party Manual*.

d. Military or naval honors in connection with a funeral are rendered only for persons

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who died while serving in the military forces or after honorable discharge therefrom or who were civil officials entitled to a salute.

e. For information regarding burials in any National Cemetery, and specifically in Arlington National Cemetery, consult the pamphlet prepared by and obtained from the Department of the Army, Office of the Quatermaster General. Details in connection with funeral arrangements for all deceased Naval Personnel and dependents, in Arlington National Cemetery are effected through:

Administrative Assistant

Chief of Naval Personnel

Room 4E526, The Pentagon

Washington 25, D. C.

(Tel. LIberty 5-6700, Ext. 55533)

Action may be initiated by telephone or telegram direct to that office. See also *Naval Funerals at Arlington National Cemetery*, NavPers 10068.

f. If under any circumstances the casket is to be opened after arrival from a distant point, make certain that the undertaker has opportunity to make any necessary rearrangements of the body or clothing of the deceased before the remains are viewed by the next of kin.

5202. FULL HONORS

Consult chapter 3, Section VIII of the *Landing Party Manual*.

5203. MODIFIED HONORS

a. Military or naval honors may be modified to meet the expressed wishes of the family or as required by special circumstances. Permissible modifications are generally limited to eliminations of one or more elements of the ceremony, such as the firing of the volley or taps. The escort may be reduced in size if not eliminated. Such portions of the procedure for full honors as are actually used must be in accordance with the instruction of the *Landing Party Manual*.

b. Where combat conditions prevail, the ceremony will usually be limited to a brief religious service by the chaplain to which may be added the firing of the volley and the sounding of taps on the bugle. There may be times when burial of a large number of deceased personnel is required under circumstances which will permit only the briefest kind of religious service for all. Memorial services with military honors can usually be held later by Catholic, Protestant and Jewish chaplains in consecutive services.

5204. THE NATIONAL FLAG

a. The regulations governing delivery to the next of kin of the National flag used in the funeral service of a deceased officer or enlisted man are included in art. 17-68, *Manual of the Medical Department;* and the *Bureau of Naval Personnel Manual*, C-9812(1).

b. National cemetaries are under the administration of the Department of the Army and all funerals must be conducted in accordance with regulations approved by the Chief of Staff which provide for the delivery of the flag to the superintendent of the cemetery or his legal representative for disposition in accordance with Army Regulations. The flag used does not always become the property of the next of kin. Often the flag used at a burial has been loaned for the occasion by the cemetery or the undertaker concerned. If the flag is to be presented to the next of kin and the chaplain for some special reason desires to make the presentation, arrangements may be made to receive the flag from the superintendent or his representative after it has been received by him from the body bearers.

5205. PARTICIPATION BY FRATERNAL OR PATRIOTIC ORGANIZATIONS

a. At the request of the immediate family of the deceased, or its representative, fraternal or semi-military organizations of which the deceased was a member may be permitted to take part in the military funeral services.

b. If the ritual is military or semi-military in nature, the rites will begin immediately upon the conclusion of the military religious service. If the ritual contains the firing of three volleys and the sounding of taps, these features of the military ceremony may be postponed until their appropriate place in the ritual, when they may be rendered by the military firing party and the bugler.

c. Nonmilitary rituals by fraternal organizations will be held at the conclusion of taps. The military escort will be marched away from the site of the grave promptly and quietly at the termination of the military ceremonies.

SECTION 5300—NONMILITARY FUNERALS

5301. GENERAL

Chaplains will, from time to time, be requested to conduct a funeral service which is nonmilitary in character. For such occasions he serves in his professional capacity as a clergyman though he may be wearing a Navy uniform.

SECTION 5400—BURIALS AT SEA

5401. WHEN DEATH OCCURS AT SEA

a. The *Bureau of Naval Personnel Manual*, C-9808(2), requires that burial shall NOT be made in a foreign port or at sea in advance of such instructions from the Bureau of Medicine and Surgery except when preservation or retention of the body is impossible.

b. When a member of a ship's company dies at sea and the remains are subsequently transferred, certain procedures may be followed which have proved appropriate:

After encasement, the setting of a continuous honor guard. The conducting of a religious or memorial service immediately upon anchoring or docking, with the division or squadron of the deceased taking a prominent part. Upon completion, the remains are piped over the side to the waiting boat or conveyance, with all hands at attention and salute until the boat or conveyance has moved off an appropriate distance.

See Chapter 21 of *Navy Regulations*.

5402. AT REQUEST OF FAMILY OR PERSON IN CHARGE OF REMAINS

Paragraph 17-66, Chapter 17, Section 11 of the *Manual of the Medical Department* is quoted for information and guidance:

(1) "Requests to conduct burials at sea of the remains of inactive service personnel or civilians should be referred by the senior officer present to the Chief of Naval Operations for authorization, with a statement as to the practicability of complying with the request.

"If authority is granted, arrangements for burial shall be made directly with authorized persons having been determined by the availability of the naval vessel concerned.

(2) "The following papers shall be presented to the commanding officer concerned before the remains are taken into the custody of the Navy:

a. "The request and authorization from the authorized person having charge of the remains.

b. "A transit permit or burial permit issued by the responsible civil authorities at the place of death, whether or not the remains are cremated. Appropriate entry regarding presentation of such papers, together with specific identifying data regarding them, shall be entered in the log.

(3) "After the burial, the above-mentioned papers shall be appropriately endorsed by the commanding officer of the ship concerned as to the fact of the burial, and forwarded to the Secretary of the Navy.

(4) "There is no authority for the direct expenditure of Government funds for materials in connection with disposition of remains in such cases."

5403. CEREMONY OF BURIAL OF THE DEAD AT SEA

Consult *Bureau of Naval Personnel Manual*, C-12301-12308, Burial at Sea.

SECTION 5500—MEMORIAL SERVICES

5501. CIRCUMSTANCES

Suitable memorial services may be held by the commands concerned in commemoration of those who lose their lives when a ship of the United States Navy is lost, and whenever naval personnel lose their lives as a result of enemy action or in a catastrophe or accident in which a naval ship or aircraft is involved.

5502. FORM

a. One or more chaplains may participate and the religious content contributed by each will be in accordance with the customs and

traditions of his religious faith. Where differences in religious faith prohibit joint participation in a single service, consecutive services may be held.

b. Appropriate military honors may be included if authorized by the commanding officer.

Chapter 6
MARRIAGES AND MILITARY WEDDINGS

SECTION 6100—REGULATIONS CONCERNING MARRIAGE

6101. MARRIAGES ON BOARD SHIP

a. The commanding officer of a ship shall not perform a marriage ceremony on board; nor shall he permit one to be performed except in accordance with the local laws and laws of the state, territory, or district in which the parties are domiciled; and when abroad in the presence of a diplomatic or consular official of the United States, who has consented to issue the certificates and make the returns required by the consular regulations.

b. He shall report to the Secretary of the Navy all marriages occurring on board. Article 0777, *Navy Regulations*.

6102. MARRIAGE WHILE ON FOREIGN DUTY

a. No member of Naval, Marine Corps, or Coast Guard Forces on duty in any foreign country or possession may marry without the approval of the senior commander of such forces stationed in that country, possession, or area.

b. Chaplains on foreign duty are enjoined to consult area command regulations as well as civil and consular regulations, for guidance concerning marriage.

6103. PROXY MARRIAGES

Discussions of the validity of marriage by proxy from a legal veiwpoint are contained in opinions of the Comptroller General of the United States (MS Comp. Gen. B-100885, 32 Comp. Gen. 173, and B-111192, 32 Comp. Gen. 144, 2 Dig. Ops. 530, Mil. Pers., Sec. 6.11; B-117383, 33 Comp. Gen. 305, 3 Dig. Ops. 536, Mil. Pers., Sec. 6.11; B-118505, 33 Comp. Gen. 446, 4 Dig. Ops. 395, Mil. Pers., Sec. 6.11) as well as in opinions of the Judge Advocate General of the Navy (C.M.O. 1, 1943, 98; 4, 1943, 75). The following paragraph from the first of the above-cited opinions of the Judge Advocage General of the Navy is quoted for information and guidance:

> 'It can be said, however, without hesitation, that such marriages should be discouraged and frowned upon with respect to naval personnel because of the uncertainty as to their validity, the possibility of fraud or undue influence being practiced in connection therewith, and the fact that the party who executes a proxy may revoke it or die before the marriage ceremony is performed. Such marriages ought to be countenanced only for the most cogent reasons, such as to legitimatize children, or other serious reasons; and then it should be done, if possible, with the aid of legal counsel.'

6104. FEES

Consult paragraph 2204 of this *Manual*.

6105. MARRYING DIVORCED PERSONS

The policy of the church which he represents will determine the course of action of a chaplain relative to the remarriage of divorced persons.

6106. CIVIL LAWS REGARDING MARRIAGE

a. The Chaplain must be familiar with the civil laws regarding his authority to perform marriages in the state or territory in which the ceremony takes place.

b. The Chaplain should assure himself that his authority and the license of the contracting parties are valid in the state, county or city in which the marriage is to take place.

c. He should scrupulously carry out the instructions printed on the license regarding the filing of returns with the proper authorities.

SECTION 6200—MILITARY WEDDINGS

6201. DEFINITION

A military wedding is generally understood to be a marriage service for a bride and groom at least one of whom is in the uniform of the military forces and whose ushers are also in uniform.

6202. PROCEDURE

Procedure in a military wedding is essentially the same as that prescribed for any formal wedding by church law and by good social custom and etiquette. Uniform caps are put aside by the ushers as would be done with any other hat. Swords may be drawn by the ushers to create the arch of swords (after the ceremony) on the steps of the church or outside the entrance if it is at ground level. In order to accomplish this, the bride and groom pause just inside the entrance while the ushers pass around them and form the arch. This ceremony of swords must be well rehearsed by the ushers to insure that the drawing and return of swords is done in unison. When swords are drawn inside the church or chapel, as is done at the U. S. Naval Academy, it takes place just inside the choir rail as the bride and groom turn from the altar, following the blessing, to begin the recessional. If this procedure is requested by the bridal party, the resident minister or priest of the church in which the wedding is to be solemnized should be consulted in advance as to the propriety of drawing swords within the church.

6203. PRE-MARITAL COUNSELING

It is a commendable practice of many Navy chaplains, wherever practicable and agreeable, to provide pre-marital counseling opportunities for service personnel coming to them to be married.

Chapter 7
CASUALTY REPORTS AND CALLS

SECTION 7100—PROCEDURES

7101. GENERAL

Instructions in connection with the report of deaths are contained in *Navy Regulations 0705; (Bureau of Naval Personnel Manual C-9801 to C-9816 (changes pending)); Manual of the Medical Department,* chapter 17; *Casualty Assistance Calls Program (CACP) Manual,* NavPers 15879A (Rev 8/57); and in current AlNavs and directives.

Action Taken by the Bureau of Naval Personnel in Cases of Casualty Occurring Outside the Continental United States

a. Before the Casualty Branch of the Personal Affairs Division of the Bureau of Naval Personnel makes any notification on a casualty, a careful check is conducted to make certain that the man named in the communication is properly identified. If the casualty reported has occurred in the continental United States, notification of next of kin is made by the local activity having jurisdiction.

b. All information in the member's jacket is studied to establish the correct next of kin and beneficiary. To verify the information found there, other sources available, such as Family Allowance files, Dependents Assistance files and Record of Emergency Data DD Form 93-1, are thoroughly checked.

c. Accuracy is a fundamental requisite of every person working in the Branch.

d. The Chief of Naval Personnel makes notification by telegram to the next of kin of men reported dead, missing, captured, a prisoner of war, seriously or critically ill, injured or wounded. The policy of making prompt notification and assuring that they do not receive prior notification through some other media is strictly observed. In the cases of casualties where the men are not seriously or critically wounded, ill or injured, notification is made by letter to avoid the shock of receiving telegrams. If known, details of casualty and address are included in the letter.

e. As much information as possible is given, but often security prevents disclosure of details. Attention is particularly called to that portion of the *Bureau of Naval Personnel Manual,* Article C-9802, pertaining to personnel missing in action during hostilities or in the case of international or other incident. Records of these personnel will be controlled FOR OFFICIAL USE ONLY and public disclosure of significant data, including biographical data will not be made. No disclosure of information will be made to the next of kin other than that the member is missing in action. A circumstance-letter will not be written. The next of kin will be informed by the Chief of Naval Personnel and subsequently by the CACP officer that this action is being taken for the protection of the member since disclosure of his duty station, area and/or circumstances of missing in action status could adversely affect his safety and well being. The next of kin also will be cautioned that any disclosures by them may adversely affect the member.

f. The telegrams are sent out over the signature of the Chief of Naval Personnel.

g. A report of delivery is required in the case of all initial casualty messages sent to the principal next of kin. In cases of death messages, where the remains are available to be returned to the primary next of kin, two messages are sent to that person who will be requested to furnish burial instructions. The first message will contain only the date, place and time of death with a brief of the circumstances of death together with appropriate condolences, and details as to how to contact the sender of the message for additional information. Upon receipt of a report of delivery the second message is released, which contains details regarding request for disposition of remains, the furnishing of escort, monetary provisions for burial, etc., as outlined under the Decedent Affairs Program. Telegrams are never mailed or telephoned directly to the addressee except when the

addressee is located far beyond a delivery area. Even then, in most cases, the wires are delivered by special courier.

h. The wishes of service members, when such wishes are known, as to who should be notified in the event of their becoming casualties are carried out scrupulously. A man may request that his wife, who is expecting a child, not be notified until after the child has been born and that a parent not be notified because of a health condition. In such instances, a close relative may be informed. However, the circumstances of a casualty frequently make it imperative for the next of kin to be informed without undue delay. This is particularly true if the member is deceased and the next of kin must be considered regarding burial instructions and the execution of survivor benefit documents. A chaplain or other Casualty Assistance Calls Officer may be assigned the very sensitive task of contacting a near relative for the purpose of determining the advisability of making personal notification to the next of kin. BuPers is notified of any such action since it will determine the course of future action. In addition to the next of kin, the Bureau notifies as many relatives and friends as may be listed in the record for that purpose. If only the wife is named on the latest report, the file is examined to determine whether the parents may be living in order to send them a notification also. The Record of Emergency Data, DD Form 93-1, is the official form provided for the purpose of listing the next of kin to be notified in case of emergency; and also for the designation of beneficiaries for the death gratuity in the event no spouse or child survives; the person to receive unpaid pay and allowances; persons to receive allotment of pay if missing or unable to transmit funds; insurance policies in force, etc. It is most important that this form be maintained current.

i. Under the CACP, which was initiated on a Navy-wide basis, effective 1 July 1955, the commandant of the Naval District or River Command in which the principal next of kin resides is an information addressee on the message reporting the death or missing status of the Navy member. Upon completion of notification of the next of kin the commandant is notified and he immediately designates a CACP officer from the Naval activity nearest to the residence of the Next of kin to initiate action. The casualty report indicates the religion of the decedent, and since the bereaved next of kin obviously desires solace more than anything else, it would be most appropriate, if available and practicable, to designate a chaplain of the same faith as the deceased to accompany the CACP officer on his first call. See *CACP Manual*. NavPers 15879A (Rev. 8/57), for details of the program.

j. For the use of chaplains in areas outside Washington, D. C., the Bureau of Naval Personnel forwards regularly to naval districts data concerning officer and enlisted personnel reported as missing or dead whose next of kin reside in that area. The data include a copy of the "Certification of Casualty", NavPers 2059, which shows the nature of the casualty, identifying data as to the person involved, and the name and address of the next of kin. This should reach the naval districts within a week after the next of kin have been notified officially by telegram. If a Navy chaplain is within reasonable distance, a personal call is made on the next of kin; otherwise a letter of condolence is sent.

k. A further step in notification of the next of kin of deceased personnel, which usually follows within a week after the telegram, is a letter of condolence from the Secretary of the Navy. A letter of condolence is sent by the man's commanding officer which usually contains circumstances of death. If details are not available, they should be furnished by subsequent correspondence. Usually a letter of condolence is also sent by the chaplain who officiated at the funeral. These letters should not make commitments or express opinions which may be inconsistent with findings. (See *Bureau of Naval Personnel Manual*, Article C-9803)

l. In the case of a person in a missing status, the next of kin is kept informed of the progress of searches and/or recovery efforts. Pay and allowances continue until such time as a change is made in this status. New or increased allotments may be registered for certain purposes when it is determined by the Chief of Naval Personnel that the circumstances warrant such action. Likewise existing allotments may be discontinued or decreased by the Chief of Naval Personnel when circumstances warrant such action. If it appears that the person will be continued missing for an indefinite period the Chief of Naval Personnel communicates with the next of kin concerning continuation of pay and allowances. The next of kin is kept informed

of all changes in the status of the missing person. (See *CACP Manual,* Chapter X)

m. When a man previously reported missing is later reported or determined to be dead, his next of kin are notified of that fact by message or letter as appropriate. The commandant of the Naval District or River Command is informed by message so that he may initiate CACP for the purpose of arranging for any participation which may be desired in a memorial service, assisting the next of kin in application of survivor rights and benefits, etc. The Family Allowance Activity in Cleveland 14, Ohio, also is informed when the status of a missing person is changed to deceased and all allotments are discontinued.

n. All governmental agencies concerned with the settlement of survivor rights and benefits are automatically furnished a Certification of Casualty, NavPers 2059, for their use in the adjudication of claims. If additional information pertaining to the service or medical records of the decedent is required it is requested directly from the office concerned by the adjudicating agency, or forms prepared for that purpose.

o. Navy Relief Society is informed so that it will be prepared to give aid if necessary.

p. The Navy Mutual Aid Association is notified about casualties among its members.

q. The next of kin are sent a benefit guide which furnish data as to the rights and benefits to which they may be entitled. Claim forms for the death gratuity, unpaid pay and allowances, dependency and indemnity compensation, social security, etc., are provided as needed. (See CACP Manual, NavPers 15879A (Rev. 8/57)).

r. See (m) and (n). Note: The Family Allowance Activity deals with allotments and BAQ: the Navy Finance Center deals with settlement of unpaid pay and allowances and the death gratuity.

s. The Bureau of Medicine and Surgery is notified. Upon receipt of information as to the wishes of the next of kin, that Bureau communicates with them concerning disposition of the remains of deaths occurring outside the CONUS, and will issue a death certificate upon request. (Note: BuMed has recommended that the next of kin be informed that a Certification of Casualty, NavPers 2059, serves as official proof of death for most purposes. This certificate is issued by the Casualty Branch, BuPers.)

t. Clothing and all other personal effects are forwarded to the next of kin in accordance with the *Bureau of Naval Personnel Manual,* Article C-9810. Detailed instructions are contained in the *Bureau of Supplies and Accounts Manual,* Volume 1, Chapter VII, Part B.

u. Official mail from government agencies is returned to the sender. Personal mail is sent under separate cover to BuPers, Casualty and Deserter's Mail. BuPers returns the mail to the sender or if there is insufficient postage or inadequate return address it is forwarded to the Dead Letter Office.

v. From the time the report of casualty reaches the Bureau of Naval Personnel until the last possible service for the man and the loved ones he has left behind has been rendered, the Casualty Branch works with the utmost diligence to lessen the shock and pain to the next of kin who are recipients of casualty messages.

7102. ACTION TAKEN BY NAVAL DISTRICTS

Upon receipt of the Casualty Report (see Par. 7101 (i)), the District Chaplain will make arrangements whereby a Navy chaplain will visit families where practicable. It is realized that there are factors which would not permit this practice in all cases; for instance, the distance involved. Although the official telegram assures prompt receipt of the sad news, the impersonal nature of a telegram has been a matter of concern to the Chief of Naval Personnel. It is known that when naval personnel are officially reported as missing or dead, their families appreciate a call by a Navy chaplain.

SECTION 7200—CASUALTY CALLS BY CHAPLAINS

7201. PURPOSE

The primary purpose of the call to be made by the chaplain is to add a personal word of sympathy in behalf of the Navy Department to the impersonal official telegram. The chaplain is the appropriate representative because of his experience in dealing with persons who have received, or are to receive the sad news of a casualty affecting a loved one. He will,

of course, offer any assistance that may be desired within the limits of military security and his professional capacity.

7202. PRECAUTIONS TO BE OBSERVED

a. Chaplains are reminded that as much information as possible is given on the casualty report form and that often security prevents disclosure of further information.

b. Read the casualty report form carefully before making your visit. Refer to the *Casualty Assistance Calls Program Manual,* NavPers 15879A (Rev 8/57) and *Bureau of Naval Personnel Manual,* Article C-9801 and Article C-9802.

c. Reserve Chaplains making these calls should be in uniform.

SECTION 7300—LETTERS OF CONDOLENCE

Consult *Chaplain's Manual,* Section 5100, for information and regulations in connection with this subject. Also see *Bureau of Naval Personnel Manual,* Article C-9803.

Chapter 8
TRAINING AND EDUCATION

SECTION 8100—TRAINING AND EDUCATION OF ENLISTED PERSONNEL

8101. ADVANCEMENT IN RATE OR RATING

Consult articles C-7201 to C-7301 (Navy) and H-3901 (Naval Reserve) of the *Bureau of Naval Personnel Manual* for details on advancement of enlisted personnel. For specific information on knowledges and skills which an enlisted person must possess to qualify for a specific rate, consult the *Manual of Qualifications for Advancement in Rating,* NavPers 18068 (Revised). For general information on the various individual ratings consult *Your Future in the Navy,* NavPers 90109-A. General information of interest in Navy training is contained in the *Naval Training Bulletin,* NavPers 14900 and *All Hands Magazine,* published by the Bureau of Naval Personnel. Specific details of the procedures involved in advancement in rate or rating change from time to time. Such changes are published in the *Navy Directives Systems.* Matters relating to advancement in rate or rating are contained in the 1414, 1418 and 1430 series of Bureau of Naval Personnel Directives. Each such notice or instruction remains in force until canceled or superseded by its successor.

8102. PROGRAMS FOR ENLISTED PERSONNEL LEADING TO COMMISSIONED OR WARRANT OFFICER STATUS

a. There are numerous programs by which qualified enlisted personnel may advance to Warrant or commissioned officer grade in the Regular or Reserve components of the Navy. A brief description of each program follows:

(1) U. S. Naval Academy: Enlisted men of the Navy or Marine Corps, Regular or Reserve, who meet high mental, moral and physical standards and who have an aptitude for leadership, may apply for appointment to the Naval Academy. Selected applicants are appointed to the grade of Midshipman and receive four years of college education and officer indoctrination. On successful completion, the Midshipmen are granted the degree of Bachelor of Science and commissioned Ensign, USN or 2nd Lieutenant, USMC.

(2) Regular NROTC: Enlisted men of the Navy and Marine Corps, Regular component, may compete for this annual program if they meet the high standards. Selected applicants are appointed Midshipmen, USNR and ordered to one of the 52 colleges and universities having NROTC units. Following four years of college and receipt of a baccalaureate degree, graduates are commissioned as Ensign, USN or 2nd Lieutenant, USMC. Tuition, fees, books and other academic costs are paid by the Navy and the Midshipman receives $600 per year as pay.

(3) Integration Program: Open to enlisted personnel, men and women, who have served at least four years in a Regular Navy enlistment and are recommended by their Commanding Officers. Applicants must have completed high school and meet other requirements. Selected applicants receive 16 weeks of indoctrination at the Officer Candidate School, Newport, R. I., and, on successful completion, are commissioned Ensign, USN.

(4) Limited Duty Officer Program: Open to Warrant Officers, and Chief and First Class Petty Officers, who have 10 years service in the Regular Navy who are recommended by their commanding officers and meet other requirements. Selected applicants are temporarily appointed to the grade of Ensign, USN, for Limited Duty in technical field appropriate to their rate or warrant. As soon as possible after appointment, these officers receive about seven weeks of indoctrination at the Officer Candidate School, Newport, R. I., before reporting to their next duty station. While serving in the grade of LTJG, these officers may apply for permanent commissioned status.

(5) Warrant Officer Program: Open to enlisted men and women in pay grades E-6 and higher who are recommended by their

Commanding Officer and meet other requirements. Selected applicants are temporarily appointed to the grade of Warrant Officer (W-1), USN, for duties appropriate to their enlisted rate.

(6) NAVCAD Program: Open to enlisted men who have two years of college or the service accepted equivalent and who meet the high physical and other standards. Selected applicants are enlisted (or reenlisted) in the special enlisted grade of NAVCAD and undergo about 18 months of flight training. On successful completion, they are commissioned as Ensign, USNR, or 2nd LT, USMCR and designated Naval Aviator. Officers commissioned from this program may later augment to the Regular Navy and become career officers.

(7) Reserve Officer Candidate Program: Open to enlisted men of the Naval Reserve on inactive duty who are enrolled in an accredited college or university. Selected applicants must affiliate with a drilling unit of the Organized Reserve and participate in scheduled reserve training, and complete 2 summer training periods of eight weeks each at Newport, R. I. On successful completion of the sixteen weeks training at Newport and on receipt of a baccalaureate degree, candidates are commissioned Ensign, USNR and ordered to active duty for at least 3 years (2 yrs in the case of veterans).

(8) Officer Candidate and Aviation Officer Candidate Program: Open to enlisted personnel of the Naval Reserve who are on inactive duty and graduates of accredited colleges or universities, and meet prescribed physical, mental, and other standards. Selected Officer Candidates undergo 4 months of training at the Officer Candidate School, Newport, R. I. and, on successful completion, are commissioned Ensign, USNR, and ordered to duty afloat and ashore. Following 4 months of pre-flight indoctrination, Aviation Officer Candidates are commissioned Ensign, USNR, and undergo about 14 months of flight training leading to designation as Naval Aviator and about 3-1/2 years of duty in fleet aviation squadrons.

(9) Navy Enlisted Advanced School Program: Designed to prepare highly qualified, experienced petty officers for duties as systems engineers with modern weapons, radar, digital computers and nuclear propulsion. Open to male petty officers 3rd class or above, under age 30, with minimum of three years active duty, who are High School graduates or the equivalent of high mental caliber and who qualify by competitive screening examination and selection by a selection board. Program provides nine weeks preparatory schooling, two two-year periods of college education separated and followed by two years duty with operating forces. Upon receipt of bacalaureate degree, commission will be offered to those qualified in all respects. During program all normal opportunities for advancement are available. All instructional expenses, regular pay and allowances are provided.

(10) Navy Enlisted Scientific Education Program: Designed to provide highly qualified personnel with mathematics, scientific, and engineering education for scientific and engineering duties in naval activities. Open to men and women of the Navy and Marine Corps, regular or Reserve, SA or higher, of high mental caliber, under age 30, High School graduate or equivalent. Selection is by a selection board on basis of screening examination and record. Provides four consecutive years of college education in scientific fields. Commission offered upon receipt of bacalaureate degree to all otherwise qualified. Selectees obligate themselves for one year of active duty for each year of education received. All regular instructional expenses, full pay and allowances are provided. Advancement according to established procedures is possible.

b. Complete details on officer training for enlisted personnel will be furnished by the Bureau of Naval Personnel. Regulations Governing the Admission of Candidates into the U. S. Naval Academy as Midshipmen, NavPers 15010, reprinted annually by the Bureau of Naval Personnel, contains complete information concerning appointments to the Naval Academy.

Consult the Navy Directives System for current directives on all of the programs described above. Frequent articles in the *Naval Training Bulletin* describe the various officer training programs.

8103. TRAINING METHODS

For information on Methods in Navy instruction and training consult:

Manual for Navy Instructors, NavPers 16103-B

Education and Training, NavPers 10827

Construction and Using Achievement Tests, NavPers 16808-A
How to Use Training Aids, NavPers 12500
Shipboard Training Manual, NavPers 90110
Naval Training Bulletin (published quarterly by Bureau of Naval Personnel)

SECTION 8200—U.S. NAVAL PREPARATORY SCHOOL

8201. BASIC INSTRUCTIONS FOR SELECTION OF CANDIDATES

Regulations governing the selection and appointment of candidates for admission to the United States Naval Preparatory School from among the enlisted men of the Navy are contained in the *Bureau of Naval Personnel Manual*, C-1203, D-2308, and D-2309. These basic instructions are subject to modification by current directives and circular letters which should be consulted before initiating or recommending action on behalf of interested personnel.

SECTION 8300—EDUCATIONAL OPPORTUNITIES PROVIDED BY THE INFORMATION AND EDUCATION (I & E) PROGRAM

8301. THE INFORMATION AND EDUCATION PROGRAM

Through I & E officers stationed at every naval activity ashore and afloat, the Navy extends to all hands the opportunity to participate, on a voluntary basis, in an extensive educational program. It is designed to keep personnel informed, and to provide academic educational opportunities. The chaplain should in all cases be generally familiar with the program and there should be full cooperation with the I & E Officer attached to the ship or station. The basic references for the administration of this program are listed in 8302.

8302. BASIC REFERENCES

(1) *Bureau of Naval Personnel Manual*, D-2103; BuPers Instruction 1560.10A (Tuition Aid)
(2) *Information and Education Manual*, NavPers 16963D
(3) *USAFI Catalog*, NavPers 15857C
(4) *Information and Education Newsletter* (4 regular issues and 2 catalog issues annually) NavPers 15801
(5) *Naval Training Bulletin*, NavPers 14900

8303. THE INFORMATION PHASE OF THE PROGRAM

The information phase of the I & E program is a command function in which the I & E officer is a principal assistant. The I & E objectives, which fall within the basic purpose of keeping all hands as well informed as possible, are to help provide personnel with:

a. A comprehension of the principles of American democracy.
b. A recognition of the current issues in national and international affairs.
c. An understanding of the mission of the Armed Forces, as individual services and as a team.
d. A realization of the importance of the individual in the American concept of life, and of his responsibilities and obligations as a citizen.
e. An appreciation of the individual's responsibility in promoting international good will and understanding.

The last objective is an integral part of the President's People to People program which encourages individual and collective efforts to earn respect and win friends for the United States through person to person contacts with citizens of other countries.

The Bureau of Naval Personnel maintains liaison with the Office of Armed Forces Information and Education and effects Navy distribution of materials (DOD pamphlets, pocket guides, language materials and films) produced by that office. The I & E Newsletter provides guidance for Commanding Officers and I & E officers, and promulgates information on the materials currently available.

8304. THE VOLUNTARY EDUCATION PHASE OF THE PROGRAM

The purpose of the voluntary education phase of the Information and Education

program is to provide broad educational opportunities to all naval personnel so that they can perform their assigned duties more effectively, better prepare for career advancement, and continue their general educational development. Through the U. S. Armed Forces Institute (USAFI) which is the core of the program, and through cooperating schools and colleges; high school, vocational, and college correspondence and self-study courses, and examinations are available. In addition, basic education materials; off-duty classes for which the hire of civilian instructors is authorized; tuition aid for those desiring to attend extension classes or on-campus classes conducted by local colleges and universities; and, spoken language materials, are offered.

8305. ACCREDITATION

The Commission on Accreditation of Service Experiences of the American Council on Education evaluates both USAFI courses and tests and in-service training in terms of civilian academic credit and makes credit recommendations to civilian educational institutions and agencies. On the basis of their recommendations, the Navy accepts USAFI courses and tests as meeting academic educational requirements. Civilian educational institutions and agencies also usually accept the Commission's recommendations. It is not the prerogative of the Department of the Navy to recommend academic credit for Navy in-service training to civilian educational institutions.

SECTION 8400—SCHOOL AND COLLEGE CONCESSIONS TO CHILDREN OF NAVY PERSONNEL

8401. LIST OF SCHOOLS AND COLLEGES

Many schools and colleges grant concessions, varying from discounts in tuition to full scholarships, to children of officers and enlisted personnel of the U. S. Navy. Up-to-date information on a particular school may be obtained from the Bureau of Naval Personnel.

8402. DENOMINATIONAL CONCESSIONS

Chaplains are reminded that many denominationally sponsored schools and colleges grant scholarships to children of ministers.

Chapter 9
CORRESPONDENCE

SECTION 9100—GENERAL INSTRUCTIONS

9101. REGULATIONS AND INSTRUCTIONS

a. The basic instructions for correspondence practice in the Navy are contained in *Navy Regulations*, chapter 16.

b. The regulations have been modified for use by the shore establishment. Detailed information for the preparation of all types of official correspondence ashore and afloat is contained in the *Navy Correspondence Manual* SecNavInst. 6216.5, which may be obtained upon request from the Records and Publications Section, Administrative Office, Navy Department, Washington 25, D. C.

c. Any letter will be more effective if it is carefully planned. Helpful suggestions for formulating an official letter are contained in the *Navy Correspondence Manual*.

9102. CORRESPONDENCE TO THE CHAPLAINS DIVISION

a. All correspondence which is intended to obtain action on matters affecting a Command should be prepared in official form for the signature of the Commanding Officer. When such correspondence is directed to the Navy Department level it should be addressed to the cognizant Chief of Bureau. Official correspondence on Chaplain Corps matters is therefore directed to the Chief of Naval Personnel as the action addressee. If the symbol of the cognizant division or branch is known it may be indicated thus: Chief of Naval Personnel (Pers J).

b. Semi-official letters will frequently prove to be the most effective way to handle matters which are professional rather than official. Items related to the internal administration of the Chaplain Corps are usually communicated by such semi-official correspondence and, when directed to the Chaplains Division, should be addressed to:

The Chief of Chaplains
Bureau of Naval Personnel
Navy Department
Washington 25, D. C.

Semi-official correspondence received from the Chaplains Division should normally be answered in like manner unless an official letter becomes more appropriate.

c. Personnel correspondence is always unofficial. It is intended only for the eyes of the addressee and relates to personal matters. When such correspondence is directed to the Chief of Chaplains or to any member of his staff it should be clearly marked personal.

9103. ITEMS FOR SPECIAL ATTENTION

a. The use of the "official business" franked envelope is limited to official Navy business. If all or part of the contents is not intended to be read by someone other than the addressee in the event of his absence from the office, the franked "official business" envelope should not be used.

b. Attention is directed to articles 1248 and 1249 of *Navy Regulations* which prohibits unauthorized requests for action made to Members of the Senate or the House of Representatives of the United States.

Chapter 10
BENEFITS AND AID

SECTION 10100—PERSONAL AFFAIRS AND AID FOR DEPENDENTS

Consult *Bureau of Naval Personnel Manual*, Part C, Chapter 9 or *Marine Corps Manual 1949*, Chapter 17, for information concerning personal affairs of Navy or Marine Corps personnel and aid for their dependents.

SECTION 10200—NAVY RELIEF SOCIETY

The Navy Relief Society is an organization designed to provide service and assistance to Naval Personnel and their dependents in time of need. All chaplains should be familiar with the instructions contained in the *Navy Relief Society Manual for Auxiliaries*. These should be strictly adhered to. See also the latest information published by Personal Affairs Division, Bureau of Naval Personnel.

SECTION 10300—AMERICAN RED CROSS

a. See article 0738, *Navy Regulations*.

b. The chaplain will be particularly concerned with the Home Service program of the American Red Cross. The primary responsibility of Home Service is to assist service men and ex-service men and their families in meeting those needs which arise from the Man's service in the armed forces. Home Service in Red Cross chapters carries out this responsibility through the following functions:

(1) Communication and information serivce—Assistance with communications between service men and their families and with inquiries in regard to their welfare; information concerning regulations and legislation affecting service and ex-service men and their dependents.

(2) Reporting service—Cooperation with the military and naval authorities by obtaining social history material required for medical treatment, and by making reports on home conditions needed by commanding officers in deciding questions of furlough, clemency, dependency discharges, etc. The confidential nature of Red Cross reports is established by Bureau of Naval Personnel directive.

(3) Claims service—Assistance to disabled ex-service men and their dependents and to dependents of deceased men in presenting claims for pensions and other government benefits.

(4) Family service—Financial aid for special needs not provided for from public funds and basic maintenance when public relief is not available; consultation and helpful activity directed toward meeting those family difficulties which do not require financial aid; referral service enabling the client to make use of the resources of other organizations providing services not within the Home Service program.

c. Requests for assistance through the Home Service program of the Red Cross should be made through the office of the nearest Red Cross field director when possible. If no Red Cross field director is available, all requests for such information will be forwarded direct to the National Headquarters of the American Red Cross, Washington 13, D. C.

SECTION 10400—EMERGENCY LOANS (RECREATION FUND)

Non-interest-bearing emergency loans to enlisted personnel attached to a ship, station, or post may be made from the recreation fund of Naval and Marine Corps activities, provided that each such loan shall require the approval of the commanding officer after a finding by him that a real emergency exists, and provided also that such loans shall be made only on board ship or at such stations and posts as are not accessible to Navy Relief, the Red Cross, or similar welfare organizations. Every effort must be exerted to assure that the loan is collected prior to the transfer of the individual securing the loan. *(Special Services Manual,* NavPers 15869, Section 1240(a)).

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Chapter 11
LIBRARIES

SECTION 11100—GENERAL

11101. REGULATIONS AND AUTHORITY

Consult *Bureau of Naval Personnel Manual*, Articles C-9601 - C-9604; Article 0441.5 of *Navy Regulations* and NavPers 15862A, *Shipboard Libraries and General Libraries Ashore*.

11102. U.S. MARINE CORPS

The Bureau of Naval Personnel provides books and library service for Marine Corps shore stations and the Fleet Marine Force as well as for the Chief of Naval Personnel. Consult *Marine Corps Manual*, Volume 1, 17105.

11103. U.S. COAST GUARD

Library service for the Coast Guard is not provided by the Navy Department except when under Navy command. Requests for library service from Coast Guard Units should be referred to the Commandant, U. S. Coast Guard.

11104. ADMINISTRATION

a. The Chief of Naval Personnel is responsible for technical control of shipboard libraries and general libraries ashore. Operation and administration of these libraries should conform with instructions in NavPers 15862A, *Shipboard Libraries and General Libraries Ashore*.

b. On board ships to which chaplains are assigned and at small shore stations, when so designated by the commanding officer, the chaplain is the officer in charge of the library. He shall supervise the work of personnel assigned to operate the library. He shall encourage and stimulate reading and library use. Assistance concerning library operations and administration may be obtained from the Bureau of Naval Personnel (Library Services Branch) and from district librarians on the staff of most district commandants.

c. Regular library hours should be established and maintained at such times as will permit maximum use during the free time of personnel. Wherever possible, adequate provision for a reading room should be made. Sufficient space and a location easily accessible to personnel will contribute to the library's effectiveness.

d. Rules and regulations governing the use of the library and loan of books should be as brief and simple as possible but should afford adequate control. Rules should be drafted with the purpose in mind of encouraging library use and making the books available to the greatest number of personnel.

SECTION 11200—PROCUREMENT AND SUPPLIES

11201. GENERAL

Book collections are issued, upon commissioning, to all ships. Most shore-based activities are also supplied with library collections but air squadrons and commands are expected to use the ship or base library where assigned. After commissioning, new books are provided periodically. Books are stocked and issued at Bureau of Naval Personnel direction, from either the Navy Supply Center, Norfolk, Virginia; or the Naval Supply Center, Oakland, California, on authority of the Bureau of Naval Personnel. Books are paid for prior to issue and no allotments are made to cover cost.

11202. APPORTIONMENT OF BOOKS

The book funds appropriated for Navy libraries are apportioned among the ships and shore stations according to the type of ship

or activity, duty and complement. These are administered by the Bureau of Naval Personnel and no allotments of funds are made for book purchases. The amount set up for each ship and shore activity covers all books provided, including shipments of new books, replacements, and new technical material. Requests for specific titles or additional books made necessary by some special situation should be made by the commanding officer to the Bureau of Naval Personnel. Books required for use in offices, etc., may be procured locally in accordance with instructions in the *Bureau of Supplies and Accounts Manual.*

11203. NEW BOOKS

New books are furnished periodically without requisition from the activities concerned. Both fiction and nonfiction are included in these shipments. These are sent to provide a continuing flow of new material to keep book collections up to date. The new books supplied without request are in no case expected to provide all the books needed by a ship or shore activity. Requests for special or additional material should be made to the Bureau of Naval Personnel via official channels. These will be supplied subject to the availability of funds.

11204. REQUESTS FOR REPLACEMENTS

Requests for replacements of lost, worn out, or obsolete books should be directed to the Bureau of Naval Personnel. It is not always necessary to replace specific books. Frequently newer material is available or has already been supplied or the need for the subject no longer exists. Careful consideration should be given before replacement is requested. Requests may be by individual title or for books on special subjects. If requests are made by subject, the number of books desired should be specified. It is desirable to have a variety of books on many subjects of interest to Naval Personnel.

11205. EXCHANGE

Books may be exchanged, and in emergencies additional books obtained through the various district librarians.

11206. PERIODICALS

No library appropriation provides for the purchase of periodicals. Periodicals may be purchased from any of the funds devoted to welfare. Consult *Chaplain's Manual,* Section 12200 for funds available. Suggestions from personnel of the command should be invited to determine preferences for magazines and newspaper subscriptions. The Bureau of Naval Personnel may be consulted concerning periodical subscription agencies.

SECTION 11300—ORGANIZATION AND USE OF COLLECTION

11301. ORGANIZATION

The primary purpose of library organization is the improvement of book accessibility. This requires the keeping of accurate records of books on hand. The Dewey Decimal Classification should be used for arranging and indexing nonfiction books in the collection. An adaptation of the Dewey Decimal Classification for shipboard and shore based libraries appears in NavPers 15862A. For large shore station libraries where professional librarians are employed the system may be expanded as necessary.

Detailed instructions for the administration and operation of Navy libraries are contained in NavPers 15862A and close adherence to those instructions will insure good continuity and a uniform standard of excellence.

11302. CATALOG RECORDS

A stock record or shelf list of all library books is required. This will also serve as a classified subject index to the collection. An index of books on hand by author and title is also necessary except for small shipboard libraries. For details on procedures to be followed see the publication *Shipboard Libraries and General Libraries Ashore,* NavPers 15852A. The library attendants should be instructed to follow these directions exactly. Supervision to insure compliance is essential. Any questions or problems concerning these records should be referred to one of the District Librarians or the Chief of Naval Personnel (Pers G14).

11303. ARRANGEMENT OF BOOKS

Fiction should be arranged alphabetically according to last name of author. Nonfiction should be arranged in the numerical order of the classification numbers. Nonfiction books will then be grouped by subject and should be labeled to show location of subjects of special interest, such as Radio, Naval History.

11304. RECORDS OF LOANS

A record of all books loaned is required for control of the book collection. A definite loan period, usually two weeks, should be established and stated in the library instruction. For this purpose, book cards and book pockets (NavPers 140 and 141) are available at Forms and Publications Supply Stocking Points. All books except the reference books kept in the library, such as encyclopedias, atlases, and dictionaries, should be provided with a pocket and book card which contains the author's name, the title and the classification number (if nonfiction). The card is kept in the book pocket when the book is on the shelf. When a book is loaned, the card is retained in the library as a record of who has the book. Therefore, the card should be removed from the book and the date due and the name of the borrower written on it. The date on or before which the book is to be returned should be stamped in the space provided. A record is kept of the number of books loaned. See NavPers 15862A for details. The librarian and officer in charge of the library should insist upon the prompt return of all books so that everyone may have equal oportunity for reading. Notices of books overdue should be sent either to the division officer or the individual having the book.

11305. REPORTS

A record of the books received and loaned and of progress and desired improvements should be made and submitted monthly to the command. A record should also be kept of volumes or types of books requested but not in the collection. Frequent analysis of such requests and of loan records will aid in determining additional books needed.

Chapter 12
WELFARE AND RECREATION

SECTION 12100—THE CHAPLAIN'S RELATION TO WELFARE AND RECREATION

12101. COLLATERAL DUTIES OF CHAPLAINS

Within the limits set forth by paragraph 2401, *Chaplains' Manual,* chaplains can be useful and helpful in the promotion of activities of a secular nature pertaining to the welfare and the morale of the command to which they may be attached. Such assistance is recommended as is consistent with the full discharge of their primary religious duties.

12102. SPECIAL SERVICES OFFICERS

Most naval districts and many commands within the districts have one or more officers assigned to duty whose special concern is morale and recreation. Chaplains ashore and afloat will find that these officers can provide helpful advice and a wide variety of services.

12103. SPECIAL WELFARE AND RECREATIONAL CONCERNS OF CHAPLAINS

The following represent a few of the possible collateral interests of a chaplain insofar as the morale and recreation of personnel are concerned: happy hours, sight-seeing parties, books and magazines, ships' newspapers, games, information and guidance regarding recreational opportunities during liberty hours. Special interests and abilities may extend his concern and efforts in many other directions.

SECTION 12200—FUNDS AVAILABLE

12201. GENERAL

The regulations and procedures governing the use of any of the funds referred to in the following paragraphs are subject to change or revisions. Since this Manual for Chaplains is not intended to be a source book of current information in fields of only occasional or indirect concern to chaplains, it is recommended that supply or disbursing officers be consulted when there is need to request an expenditure from an official Navy fund.

12202. APPROPRIATED RECREATION FUNDS

A limited amount of appropriated funds are made available by the Congress for morale and recreational purposes from the appropriation, "Navy Personnel, General Expenses." The use of these funds is restricted and they may be expended only upon authorization, in the form of an allotment, by the Bureau of Naval Personnel.

12203. NONAPPROPRIATED RECREATION FUNDS

Nonappropriated recreation funds for the Navy and Marine Corps are authorized by article 1975 of *Navy Regulations* 1948. For Naval Ships and Stations, these funds must be expended and accounted for in accordance with directives issued by the Chief of Naval Personnel. (*Special Services Manual,* NavPers 15869.) For Marine Corps units, such information is contained in the Marine Corps Manual.

SECTION 12300—SOURCES OF SUPPLY FOR SERVICES AND EQUIPMENT

12301. NAVY SOURCES

The Navy has available only limited funds for providing welfare and recreation services and equipment. These are all centrally controlled by the Bureau of Naval Personnel, and in general are not available for local use. Some items, such as books, can be supplied without charge. All naval districts have been assigned a district Special Services Officer who will assist naval vessels in port for short periods to procure recreation equipment.

12302. CIVILIAN AND COMMERCIAL SOURCES

The Navy assumes full responsibility for meeting the morale and recreational needs of naval personnel in all commands. That responsibility is vested with the Chief of Naval Personnel (Commandant of Marine Corps for Marine Corps personnel). Funds for the support of the program are available from two sources—those appropriated by the Congress and certain non-appropriated funds under the control of the Chief of Naval Personnel. The Bureau does not approve of requests, official or unofficial, by Navy activities to agencies or individuals for the supplying or recreational and morale equipment, funds or services to personnel which normally can be supplied through Navy sources *(Bureau of Naval Personnel Manual* C-9401).

SECTION 12400—SHIP AND STATION NEWSPAPERS

12401. AUTHORITY

Consult *Bureau of Naval Personnel Manual* C-9701 - C-9705; DOD Instruction 5120.4, SecNav Instruction 5600.1 and 5603.1 and NAVEXOS p-35 *(Rules, regulations, policies and standards for the control of Navy publications and printing).*

12402. EDITORIAL SERVICE

a. Armed Forces Press, Radio and Television Service (AFPRTS) is an activity of the Office of Armed Forces Information and Education, DOD (250 West 57th Street, New York 19, New York). Through its Armed Forces Press Service (designated AFPS) it offers services to assist editors and supervising officers of service newspapers as follows:

(1) Clip Sheets.—Clip Sheets are published weekly and contain art and text which may be included in local service papers. Illustrations appearing in the clip sheets are provided upon request in mat form for letter-press papers and in pre-cut stencil for stencil-duplication (mimeographed) papers.

For photo offset papers the illustrations may be utilized in the form in which they appear in the clip sheets. When published, AFPS material should carry individual AFPS credit lines.

(2) News Pictures.—Glossy news photographs are airmailed to overseas news periodicals which can utilize them. Requests for this service should include a statement of the reproduction method to be employed.

(3) Armed Forces Newspaper Editor's Guide.—This Guide contains technical material to assist individual service editors in the preparation of their newspapers and is available to all service editors.

(4) Advice to editors.—Armed Forces Press Service is prepared to offer advice on the organization and operation of service newspapers. Detailed critiques of individual service papers are available upon request.

b. Direct communication between editors and AFPS is authorized on matters contained in subparagraph (a).

Chapter 13
REFERENCE MANUALS AND PUBLICATIONS

SECTION 13100—NAVY DEPARTMENT PUBLICATIONS

13101. GENERAL

Regulatory Publications for the Naval Establishment. Consult article 1201 of *Navy Regulations*.

13102. OTHER NAVY PUBLICATIONS

a. *Bureau of Naval Personnel Manual* with changes and supplements thereto.

b. Navy Directives Systems (replacing Navy Department Bulletins).—Directives published from time to time as required. These are current and authoritative sources of information on many matters of direct or indirect concern to chaplains.

c. *All Hands*—Published monthly. A cumulative index is published from time to time.

d. *The Navy Chaplains Bulletin* (NavPers 15020) published quarterly and sent by the Chaplains Division to all chaplains.

e. Ship or station organization (local).

f. Ship or station orders and regulations (local).

g. *Naval Training Bulletin*—Published monthly.

h. *Navy Registers of Commissioned and Warrant Officers of U. S. Navy and U. S. Naval Reserve*.

SECTION 13200—GOVERNMENT PUBLICATIONS

13201. PUBLICATIONS RELATING TO THE NAVY

Price List No. 63—Navy contains information on publications relating to the subject Navy which are available for sale by the Superintendent of Documents, U. S. Government Printing Office, Washington 25, D. C. The price list will be forwarded without charge by the Superintendent of Documents.

13202. MISCELLANEOUS GOVERNMENT PUBLICATIONS

a. *U. S. Government Printing Office Style Manual*. A handy guide for writing, proofreading, editing and general composition.

b. The inside cover of Price List No. 63—Navy contains descriptions of other lists of Government publications covering a variety of subjects.

SECTION 13300—PUBLICATIONS REFERRED TO IN THE CHAPLAINS' MANUAL

13301. Frequent reference is made in this Manual to NavPers and NavExos forms and publications of the Navy Department. With few exceptions, material available in existing forms and publications has not been reproduced in this Manual. Chaplains should obtain copies of relevant forms and publications from the nearest district publications and printing office to serve as a supplement to to this Manual. Many of these and other pertinent publications and letters are on file in the administrative offices of ships and stations.

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